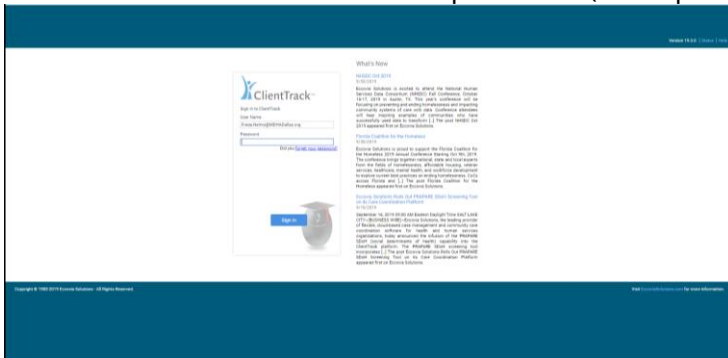# User Login

Logging in for the first time:
Please note, the preferred browsers are Google Chrome and Firefox. Internet Explorer should not be used; however, Microsoft Edge is acceptable.
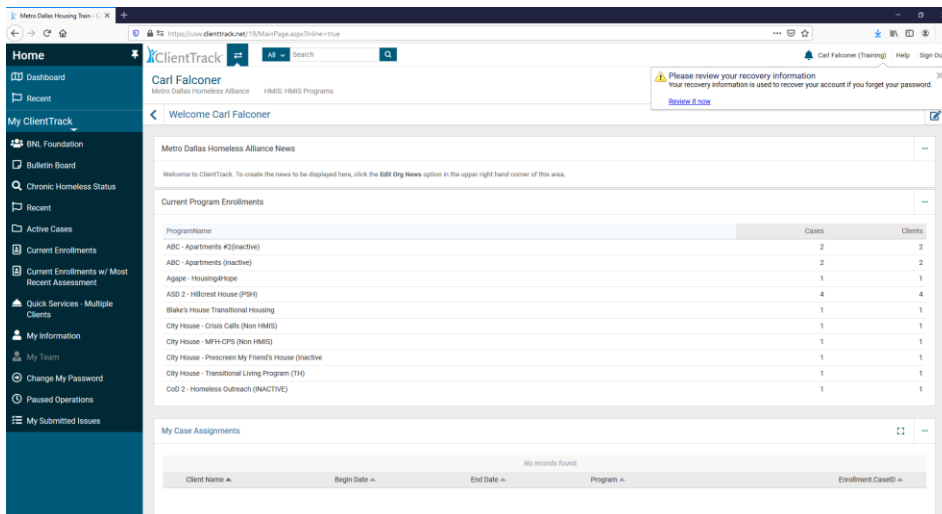
1. Be sure you are on the correct url.
2. Enter your username which is your email address.
3. Enter the temporary password assigned to you.
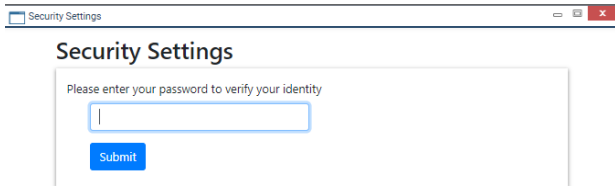4. You will be forced to create a new password. (Need password requirements)

Recovery Information

Once logged in, you will want to setup your recovery information. This will allow you to reset your password in the event you forget it.
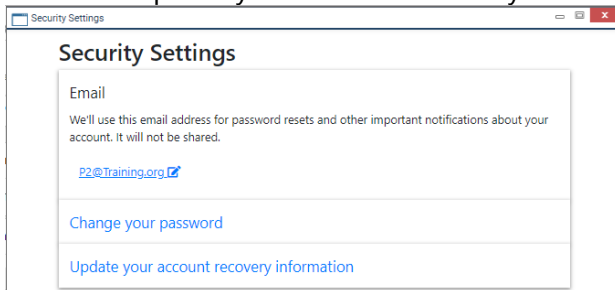
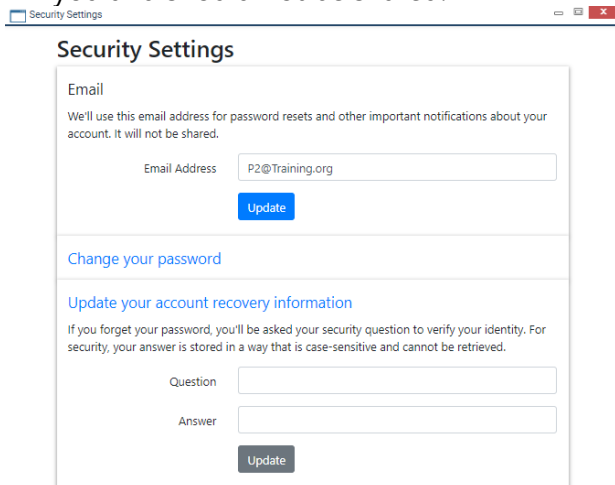1. Click on the "Review it now" link located in the top right of the screen.

2. Enter your password.

3. Click "Update your account recovery information".

4. Create a question and enter the answer to that question. This question and recovery answer are only for you and should not be shared.

Be sure to sign out using the Sign Out button located in the top right corner when you are not using the system.