Employee Portal- How to Reset Password

1. Select Forgot Password from the login screen.

2. Fill in the following fields:
   - User ID
   - First Name
   - Last Name
   - Social Security Number (SSN)
   - Date of Birth
   - Zip Code

3. Type in the Security Code shown on this page.

4. Select Submit.

5. A temporary password will be sent to the employee's email address.

Note: You can also recover your User ID from this page.