

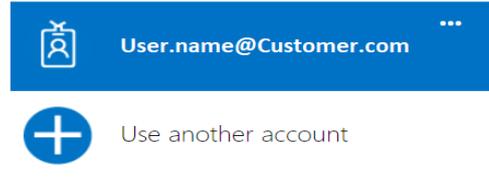


MTD Compliance Portal

How to reset your password

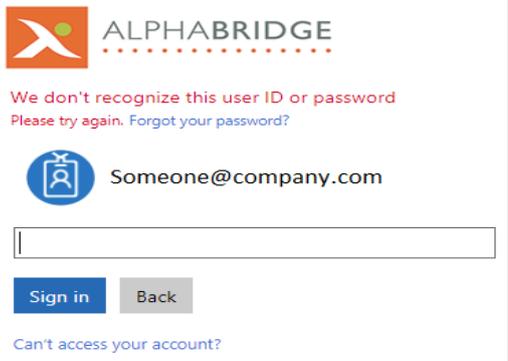
To begin, you will need to open up your browser and go to your portal link and click on the **login** button.

1. Select your **username** (if shown) or select **Use another account** and type in your user id **email address**.



2. If you have typed your password incorrectly, you will be given the option to reset it by clicking on the **Forgot your password?** link.

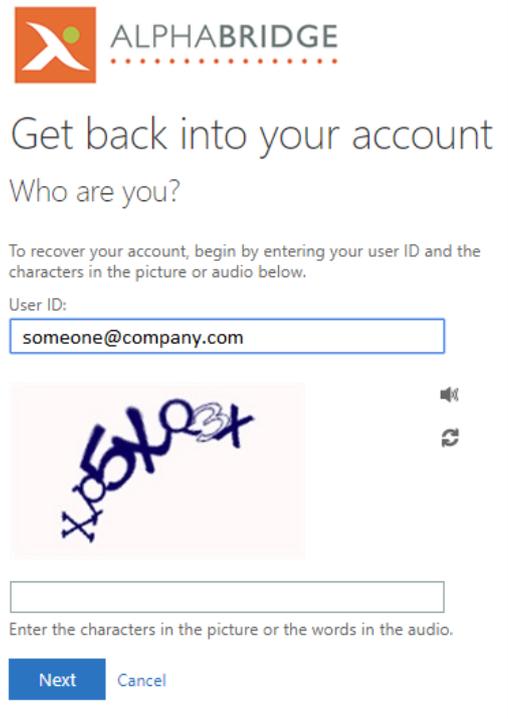
Alternatively you can click on the **Can't access your account?** link.



3. Check that your user ID is correct.
4. Then type in the **characters** that appear in the picture (or the words in the audio).

If you find the image difficult to read, you can click the **refresh icon** to get a new image.

5. Click on **Next**.



<p>6. You will be asked to confirm the contact method to be used for verification.</p> <p>Click on the Email button.</p>	 <h3>Get back into your account</h3> <p>verification step 1 > choose a new password</p> <p>Please choose the contact method we should use for verification:</p> <div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="radio"/> Email my alternate email </div> <p>You will receive an email containing a verification code at your alternate email address (mo*****@gmail.com).</p> <p style="text-align: right;">Email</p> <p>Cancel</p>
<p>7. You will be sent an email that will provide you with your email address verification code.</p>	<h4>AlphaVAT account email verification code</h4> <p>Microsoft on behalf of AlphaVAT <msonlineservicesteam@microsoftonline.com> to me ▾</p> <p>Verify your email address</p> <p>Thanks for verifying your someone@company.com account!</p> <p>Your code is: 823953</p> <p>Sincerely, AlphaVAT</p> <p><small>This message was sent from an unmonitored email address. Please do not reply to this message.</small></p> 
<p>8. Type in the verification code and click on Next.</p>	 <h3>Get back into your account</h3> <p>verification step 1 > choose a new password</p> <p>Please choose the contact method we should use for verification:</p> <div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="radio"/> Email my alternate email </div> <p>We've sent an email message containing a verification code to your inbox.</p> <p style="border: 1px solid #ccc; padding: 2px; display: inline-block;">451329</p> <p style="text-align: right;">Next Are you having a problem?</p> <p>Cancel</p>
<p>9. Type in your new password. You must enter a "strong" password.</p> <p>10. Then confirm your password by typing it in again.</p> <p>11. Click on the Finish button.</p>	 <h3>Get back into your account</h3> <p>verification step 1 ✓ > choose a new password</p> <p>* Enter new password:</p> <p style="border: 1px solid #ccc; padding: 2px; display: inline-block;">[password]</p> <p>Password strength</p> <p>* Confirm new password:</p> <p style="border: 1px solid #ccc; padding: 2px; display: inline-block;">[password]</p> <p style="border: 1px solid #ccc; padding: 5px; font-size: small;">A strong password is required. Strong passwords are 8 to 16 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.</p> <p style="text-align: right;">Finish Cancel</p>
<p>12. The confirmation screen will appear and you can sign into the portal using your new password by selecting the click here link.</p>	 <h3>Get back into your account</h3> <p>✔ Your password has been reset</p> <p>To sign in with your new password, click here.</p>