HOW TO RESET YOUR USER ID & PASSWORD



Follow these steps to reset your User ID or password in Account Access.

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Welcome to Account Access ()
Set Up Your Online Access ()
Forgot User ID or Password? ()
Enroll in Your Plan ()

5 Enter in your personal information and select your **Reset Option** from the drop down. When complete click **Next**.

Forgot Login Information					
Please enter your information a	nd select which login field(s) to reset.				
SSN	Last 4 digits				
Confirm SSN	Last 4 digits				
Date of Birth	mm/dd/yyyy				
Zip Code	I have a non-US address				
	I'm not a robot				
Reset Option	Select reset option				
	Select reset option Refrive User Id Reset User Id Reset Ver Id & Password				

Follow and complete the prompts on the following page.

NOTE: If you select *Retrieve User ID*, it will send your existing User ID to the email address on file. If you select any of the other options, it will send a security code to the email address on file. Enter that security code in the designated box to complete the process.