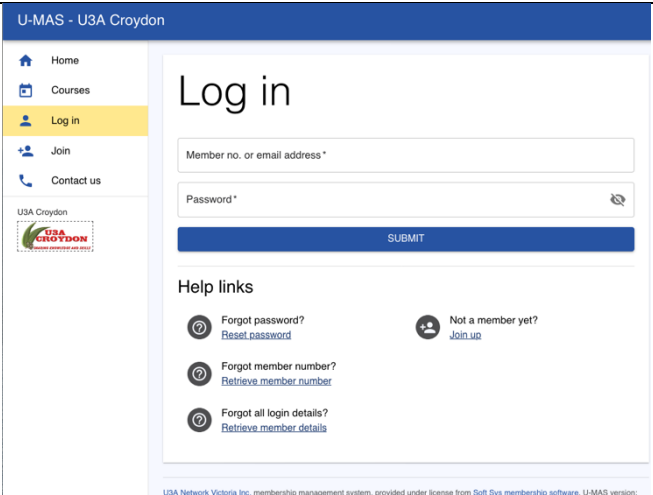


# Membership System (U-MAS and U-MAS for Members) - How to Reset a Password

<p>1. Select “Reset <b>password</b>” on the LOGIN screen before login</p> <p>A new screen will open “<b>You can reset your password here</b>”</p>	
<p>2. Enter your <b>Member Number</b> and <b>Surname</b></p> <p>3. Click “<b>Submit</b>” button</p> <p>4. A message is sent to the email address we have recorded in our membership system. Open your emails and locate the email. If you do not see the email, check your <u>Junk</u> folder</p>	<h2>Request password reset</h2> <p>Fill out and submit this form in order to receive a password reset authorisation code by email. If you already have an authorisation code, you can <a href="#">ENTER IT HERE</a>.</p> <p>Member number *</p> <p>Surname *</p> <p><b>SUBMIT</b></p>
<p>5. Copy the authorisation code in the email and paste it into the Reset Password “Authorisation code”</p> <p>6. Enter your new password. Note: this must be at least 8 digits long: a mixture of uppercase, lowercase and numbers</p> <p>7. Confirm your new password</p> <p>8. Submit</p>	<h2>Reset password</h2> <p>Please enter the authorisation code that was sent to your email address, along with a new password, below. The authorisation code is valid for 20 minutes from the time it was sent: If your code has expired, you can <a href="#">REQUEST A NEW CODE</a>.</p> <p>Member number * 14030</p> <p>Authorisation code * aee4bba6</p> <p>New password *</p> <p>Confirm new password *</p> <p><b>SUBMIT</b></p>
<p>9. 5A “Success” message will be displayed as shown</p> <p>10. Select login</p> <p>11. Login with your Member Number and new Password</p>	<h2>Reset password</h2> <p>Password updated.</p> <p>Success: Your password has been updated. Would you like to <a href="#">login</a>?</p>