Password Reset Process

1. Navigate to our Electronic Filing site <u>here</u>. Click the "Reset Password" link next to the sign on button.

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2. Enter your username (your email address) and click the Submit button.

3. You should receive an email from OSHRC PROD <u>mp.support@oshrc.gov</u> within the next 10 minutes.

From: OSHRC PROD <mp.support@oshrc.gov> Sent: Wednesday, July 18, 2018 10:42 AM To: Doe, John Subject: Password Reset

A password reset has been requested for OSHRC - CMS.

To reset your password please open the site, click on a Password Reset link, and enter the code provided below. Please note that the code will expire in 24 hour(s).

Code: "QMRLWDFHLTTWMWUXYMVIAABEBEXJFPEQ" Does not include the quotation marks (").

If you didn't request a password reset please contact your system administrator.

4. If you have already closed your browser, you will need to select "Reset Password" again (just like you did in step 1 of this guide) but this time, select the link in the first sentence "If you already have a reset code "<u>CLICK HERE</u>"



5. Enter your username (email address), reset code (the code that you've received in the email from <u>mp.support@oshrc.gov</u>. See example highlighted in step 3. Please make sure there is no space at the end of the reset code nor quotation marks included. Leaving extra characters or spaces will cause the reset to fail), and enter your new password. You cannot reuse old passwords. Once complete, click the "Reset Password" button.

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	Please enter the following information to complete your password reset.	
	Password should be at least eight characters long and must contain combination of letters, numbers and special characters, and should be different from your last 10 passwords.	
	Username	
	ohn@doe.com	
	Reset Code	
	APWKQYEIOHVXIULFOTERREMOMMVAQJNZ	
	New Password	
	Confirm New Decement	
	Occupational Safety & Health Review Commission	
	You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media. Government-autonometry and the only. Usualmotted or improper use of this system may result in disciplinary action, as well as ovir and crimmal pervaluation and the only of the system may result in the sy	

6. If done correctly you will return to the login screen, and receive a message stating that your password was changed successfully.

