

Reset Password Pages

If you forget your password to log in to PPC, you can use the Reset Password pages to set a new password. You can access the first Reset Password page from the **Forgot Password** link on the Login page.

Example Screenshot(s)

First Reset Password Page

Your LOGO HERE
LOGO HERE

RESET PASSWORD

Please enter your information below. As a reminder, it's recommended your password contain letters and at least one number. Your password may not contain any of the following characters & < > ' \" % +

* Username 1

CANCEL **RESET PASSWORD**

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Password Recovery Email

Wed 9/26/2018 12:57 PM
Do.Not.Reply@drx.com
[Your Client Name] Password Recovery

To: Name, Birth

To initiate the password reset process for your [Your Client Name] Account, click the link below:

[Reset your password](#) 2

If you've received this mail in error, it's likely that another user entered your email address by mistake while trying to reset a password. If you didn't initiate the request, you don't need to take any further action and can safely disregard this email.

Sincerely,
[Your Client Name]

Second Reset Password Page

RESET PASSWORD

Please enter your information below. As a reminder, it's recommended your password contain letters and at least one number. Your password may not contain any of the following characters & < > ' \" % +

✖ Password 3

✖ Confirm Password

NEXT

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Task Table

#	TASK	DETAILS
1	Send a password recovery email	On the first Reset Password page, enter the Username for your account, and click Reset Password . The system sends an email to the email account associated with your username.
2	Click the password reset link	To reset your password, click the link in the password recovery email. This link takes you to the second Reset Password page.
3	Select a new password	On the second Reset Password page, enter your new password. It is recommended that your password contain letters and at least one number. Your password may not contain any of the following characters: & < > ' \" % + Confirm your new password by entering it again. The password you enter in both fields must match. Click Next . If the password reset was successful, the Password Reset Completed page appears, and your new password is effective immediately. You are redirected to the Login page, where you can enter your new password to log in.