

How to reset your password or unlock your account

USER TIPS FOR THE SECURE EMPLOYER WEBSITE

You will need

- A valid secure Employer Website account
- Either your user ID (to reset your password or unlock your account) or the email address associated with the account (to recover your User ID)

Steps

1. Go to the login page for the secure Employer Website.
2. Select the Forgot User ID/Password link.
3. To recover your user ID, enter your email address and select Send.
4. To reset your password or unlock your account, enter your User ID and select Send.

Notes

- If you have 3 consecutive unsuccessful login attempts, your account will automatically lock.
- Resetting your password also will unlock a locked account.