

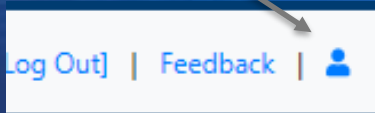
**AmeriTrust BOP Portal  
System Training Documentation  
Reset Password**



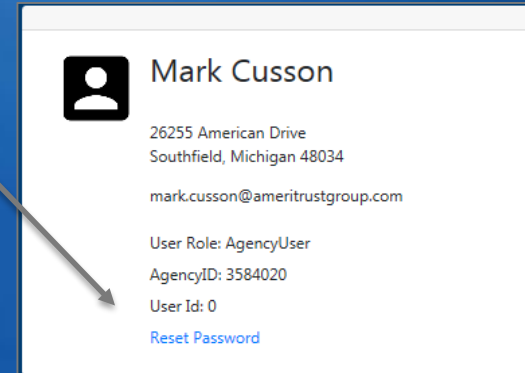
# Reset Password

Under Profile on the main navigation bar you will find the reset password link. Please follow these steps to change your password.

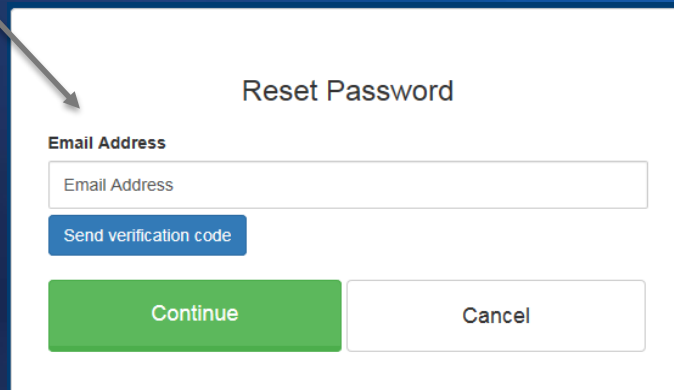
Step 1 - Click Profile in the main navigation bar.



Step 2 - Click "Reset Password"

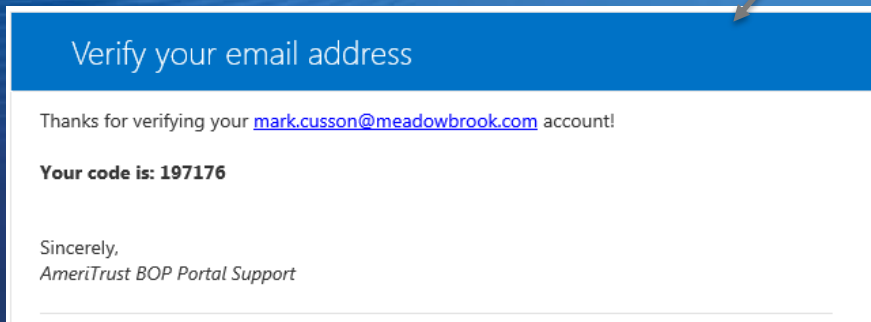


Step 3 - Is to verify who you are. This is tied to your Email Address associated with your user login. Enter your email address and then Click the "Send verification code" link.

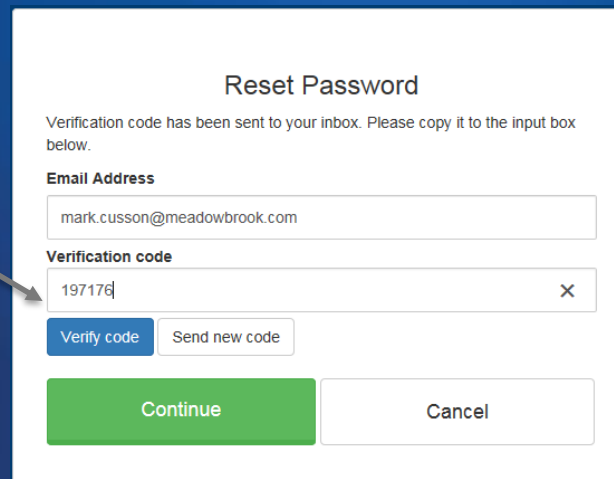
A screenshot of a 'Reset Password' form. The title is 'Reset Password'. Below the title is the label 'Email Address' and an input field containing the text 'Email Address'. Below the input field is a blue button labeled 'Send verification code'. At the bottom of the form are two buttons: a green 'Continue' button and a white 'Cancel' button. An arrow points from the text 'Step 3 - Is to verify who you are...' to the 'Send verification code' button.

# Reset Password

Step 4 - Check your email, you should have received an email with the verification code



Step 5 - Type in the verification code and click Verify Code.



Reset Password

Verification code has been sent to your inbox. Please copy it to the input box below.

**Email Address**

**Verification code**

 ✕

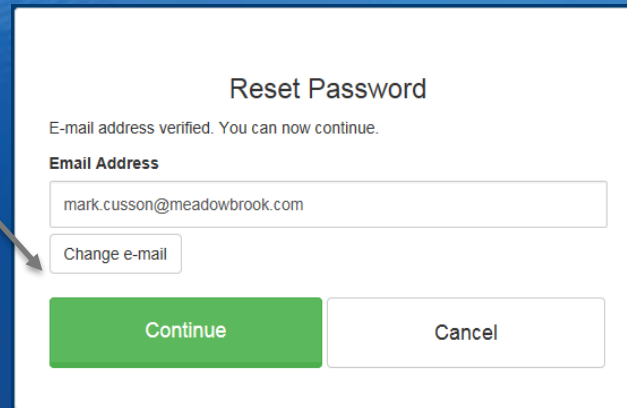
Verify code Send new code

Continue

Cancel

# Reset Password

Step 6 - Will display that the email address was verified and click Continue.



Reset Password

E-mail address verified. You can now continue.

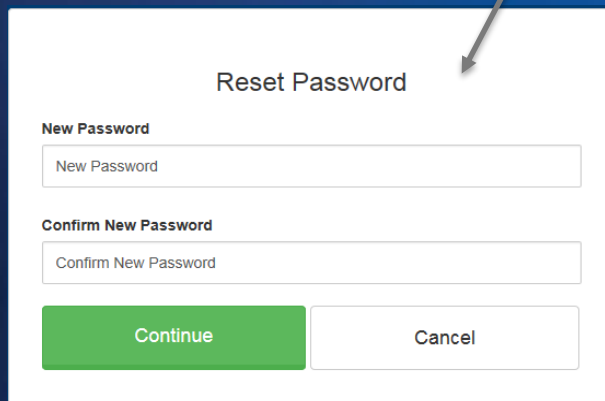
**Email Address**

mark.cusson@meadowbrook.com

Change e-mail

Continue Cancel

Step 7 - Now you will be allowed to update your password and click Continue.



Reset Password

**New Password**

New Password

**Confirm New Password**

Confirm New Password

Continue Cancel

## Password Requirements

ⓘ 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & \* - \_ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; .