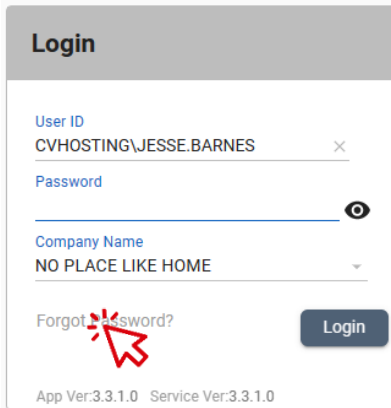


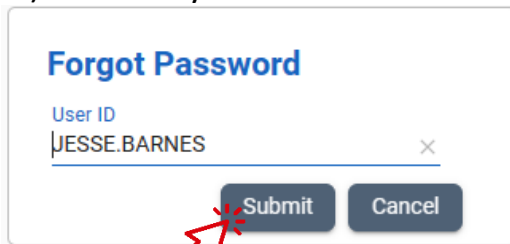
Resetting your password if you cannot remember it

- 1.) Click the Forgot Password? link on the CV login page.



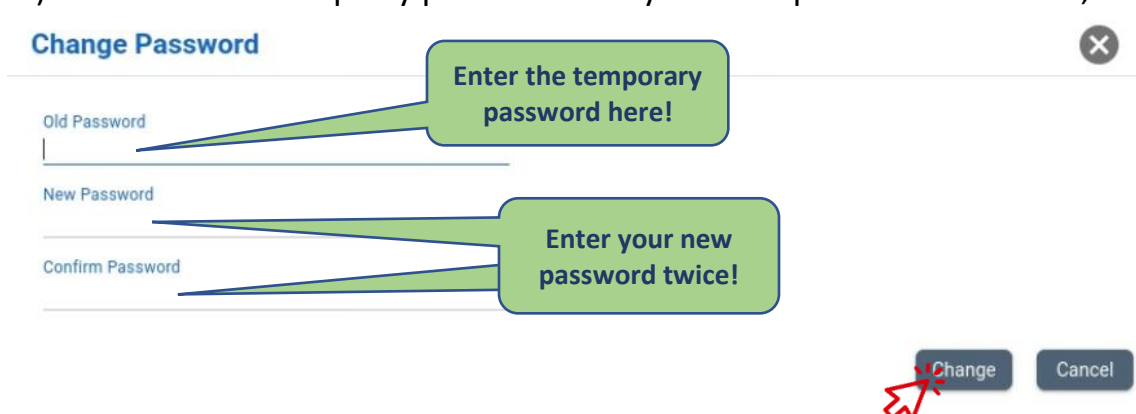
The screenshot shows a login form titled "Login". It contains fields for "User ID" (with the value "CVHOSTING\JESSE.BARNES"), "Password", and "Company Name" (with the value "NO PLACE LIKE HOME"). There is a "Forgot Password?" link and a "Login" button. A red arrow points to the "Forgot Password?" link. At the bottom, it says "App Ver:3.3.1.0 Service Ver:3.3.1.0".

- 2.) Enter your user ID in the box that pops up and click submit.



The screenshot shows a "Forgot Password" dialog box. It has a "User ID" field with the value "JESSE.BARNES" and "Submit" and "Cancel" buttons. A red arrow points to the "Submit" button.

- 3.) Check your email, they will send you a temporary password.
- 4.) Return to the login page, and using the temporary password, log in.
- 5.) You will see a box telling you to change your password, click OK.
- 6.) Enter the temporary password and your new password as below, then click change.



The screenshot shows a "Change Password" dialog box. It has fields for "Old Password", "New Password", and "Confirm Password". There are green callouts: "Enter the temporary password here!" pointing to the "Old Password" field, and "Enter your new password twice!" pointing to the "New Password" and "Confirm Password" fields. There are "Change" and "Cancel" buttons. A red arrow points to the "Change" button.

- 7.) Click OK on the confirmation box.
- 8.) Log in with your new password.