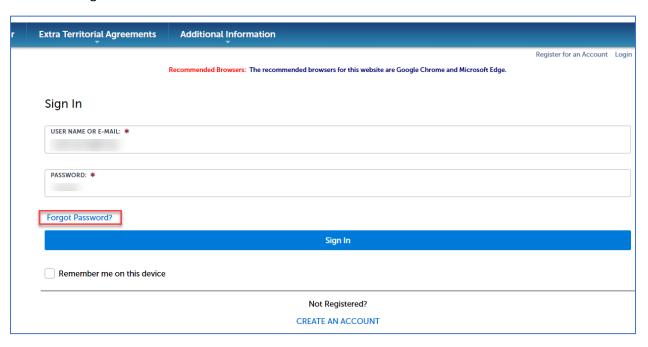


## How to Change Your Portal Account Password

1. Select to "Forgot Password".



2. Enter the email address you provided during your account registration. Then select "Continue".



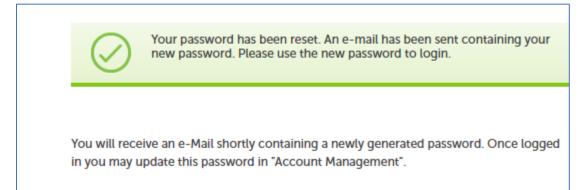
3. During your account registration process, you entered a security question and answer. Your security question is now visible. Please enter the "Security Answer" that you provided during account registration. Then select "Send New Password".



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4. You should now see a green message confirming "Your password has been reset. An e-mail has been sent containing your new password. Please use the new password to login".



- 5. Next please access your email account to obtain the new password that has been sent to you. Once you have received the temporary password, please return to log into the Portal and enter the temporary password provided to you.
- 6. You can change your temporary password by selecting "Account Management" in the upper right-hand corner after you log in.
- 7. If you need to speak with someone during this process, please contact us at (406) 444-6543. You can also email us at DLIERDBP&S@MT.GOV.