



## How to Change Your Portal Account Password

1. Select to “Forgot Password”.

The screenshot shows the top navigation bar with 'Extra Territorial Agreements' and 'Additional Information'. Below the navigation bar, there are links for 'Register for an Account' and 'Login'. A red message states: 'Recommended Browsers: The recommended browsers for this website are Google Chrome and Microsoft Edge.' The main heading is 'Sign In'. There are two input fields: 'USER NAME OR E-MAIL: \*' and 'PASSWORD: \*'. A red box highlights the 'Forgot Password?' link. Below the input fields is a blue 'Sign In' button. At the bottom, there is a checkbox for 'Remember me on this device' and a link for 'Not Registered? CREATE AN ACCOUNT'.

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

The screenshot shows the 'Reset Password' heading. Below the heading is the instruction: 'To reset your password, please provide the email address registered with your account.' There is an input field labeled '\* E-mail Address:'. A red box highlights the 'Continue >>' button.

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”.



# Montana Department of LABOR & INDUSTRY

Employment Standards Division


**Reset Password**  
The security question you answered when you first registered is displayed below. Please provide your security answer so we can verify your identity.

Security Question:

\* Security Answer?

[Send New Password »](#)

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”.



Your password has been reset. An e-mail has been sent containing your new password. Please use the new password to login.

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You will receive an e-Mail shortly containing a newly generated password. Once logged in you may update this password in "Account Management".

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](mailto:DLIERDBP&S@MT.GOV).