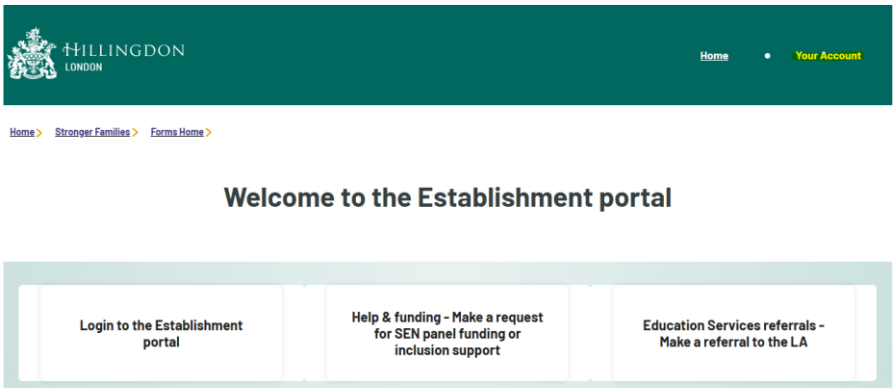
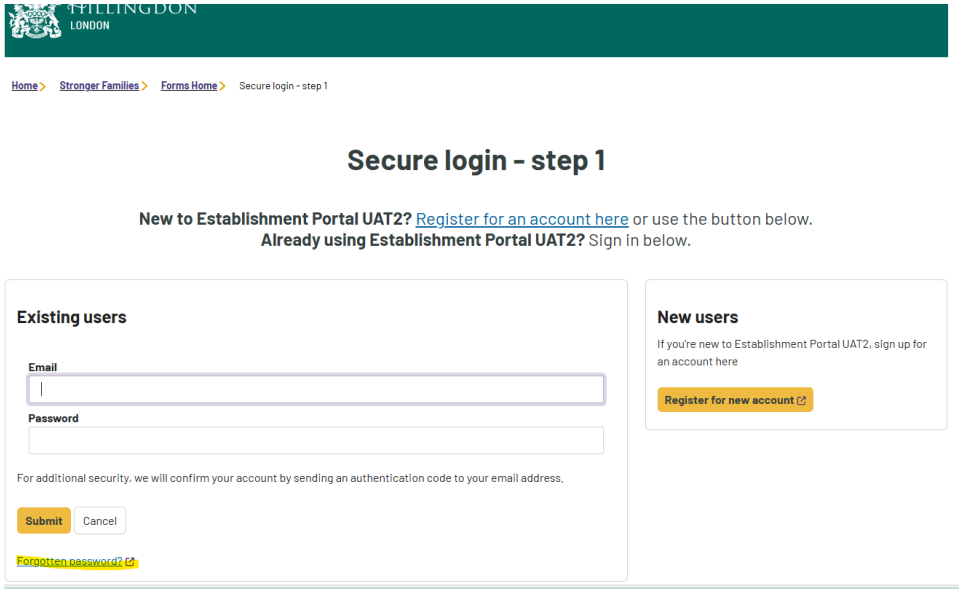
Establishment password reset

When you are accessing the establishment portal, if you have any issues with your password, you can reset the password yourself. Below is a guide on how to do this.

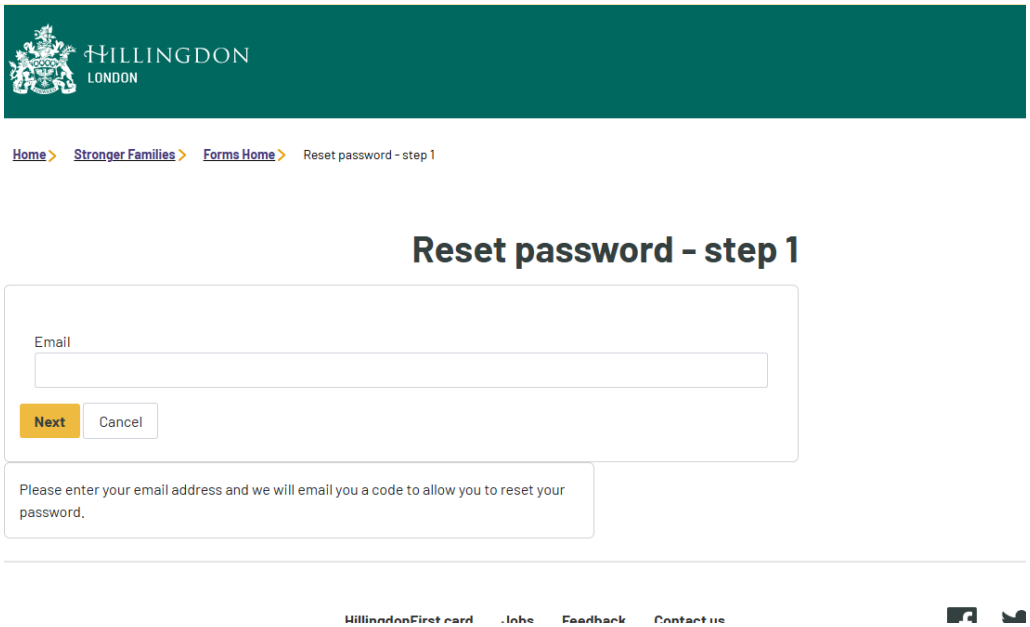
Within the establishment portal click on “My account”:



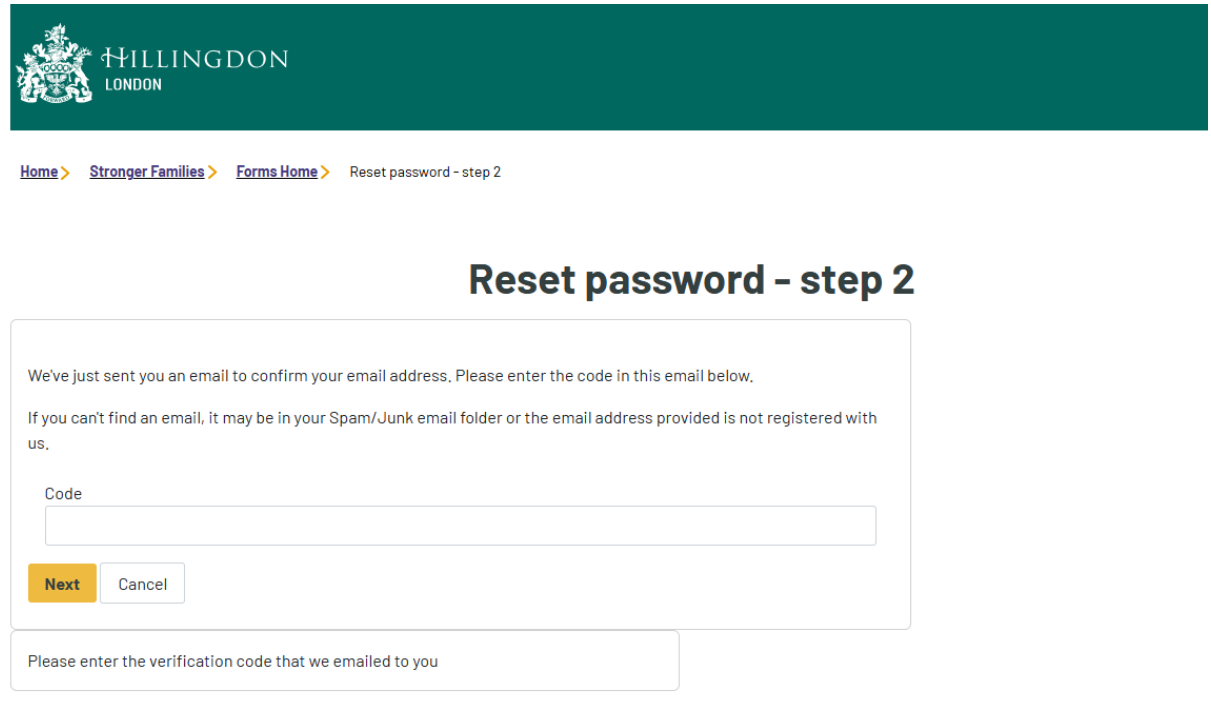
This will take you to the below screen. You will need to click on “forgotten password” to reset your password:



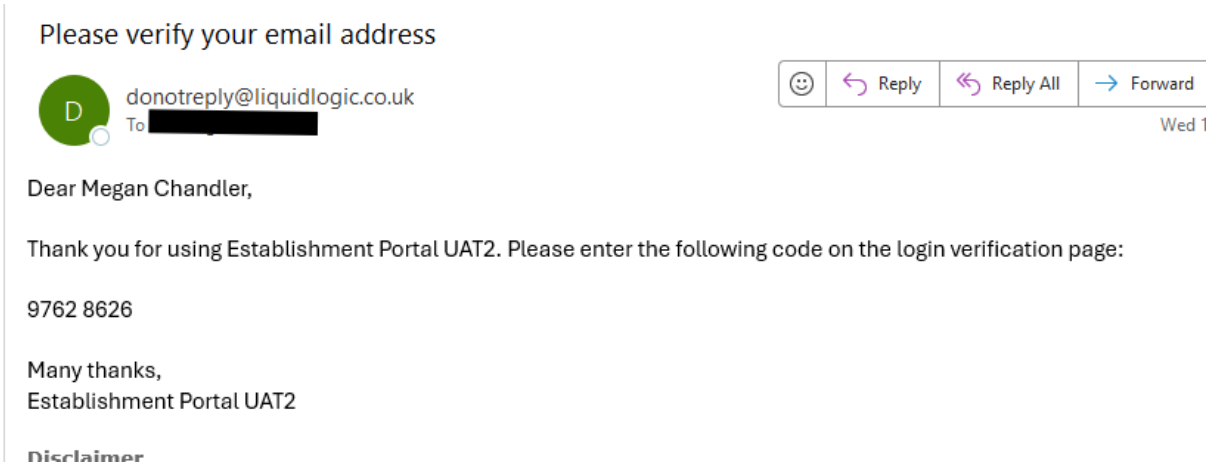
You will be taken to the below screen:



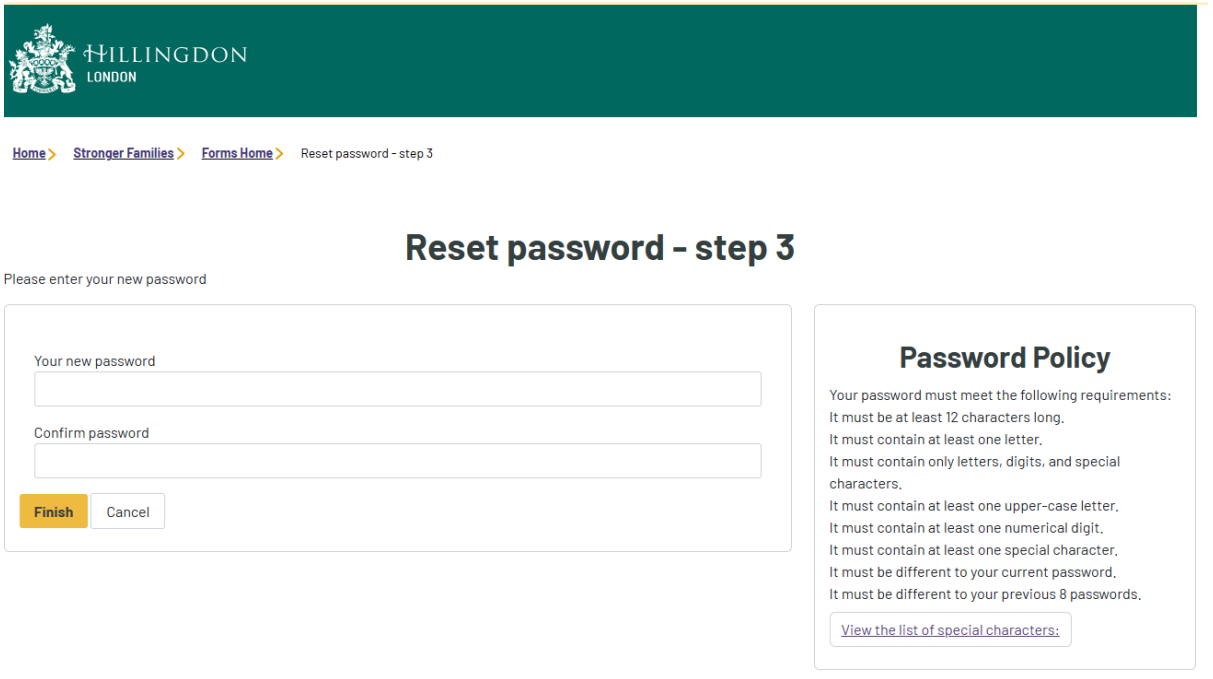
Enter in the email address linked to your establishment portal account and click “next”. You will be taken to the next screen:



A code should be sent to the email address linked to the account which you have entered during the password reset. This will look similar to the below:



Enter the code back into the screen on the establishment portal and select “next”. You will then be taken to the below screen to reset your password:



Once you have reset your password you will be able to access the establishment portal again.