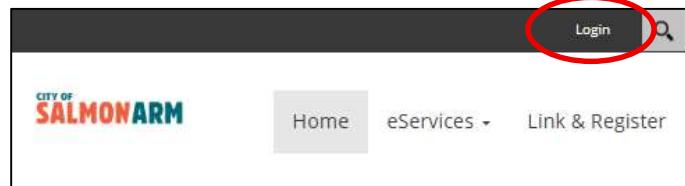


## How to Reset your Password

1. Select **Login** in the top banner menu to open the general login and password reset window



2. Select the **Reset Password** button

Enter your username on the next screen and select **Send Reset Link**. You will receive an email to the email address associated with your username that contains a link to reset your password. If you don't see the password reset email in your inbox, please check your junk or spam folder. If you haven't received it within 15 minutes, try resending the request or contact the Finance Department assistance. 250-803-4025.

**User Log In**

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="checkbox"/> Remember Login	
<b>Login</b> <b>Cancel</b>	
<b>Reset Password</b>	

If you cannot recall your username please call the City of Salmon Arm Finance Department for assistance.  
250-803-4025

3. Select the Link to reset password in the received email to open the Password Reset form

- Enter your new password
- Confirm your new password
- Select **Change Password** to complete the process

Record your username and password for future use.

If you forgot your password an email with a password and you will be taken to a page where you can then c

User Name:	<input type="text"/>
<b>Send Reset Link</b> <b>Cancel</b>	

**CITY OF  
SALMON ARM**

**Password Reset**

<b>username</b>
<b>New Password</b>
<b>Confirm Password</b>
<b>Change Password</b> <b>Cancel</b>