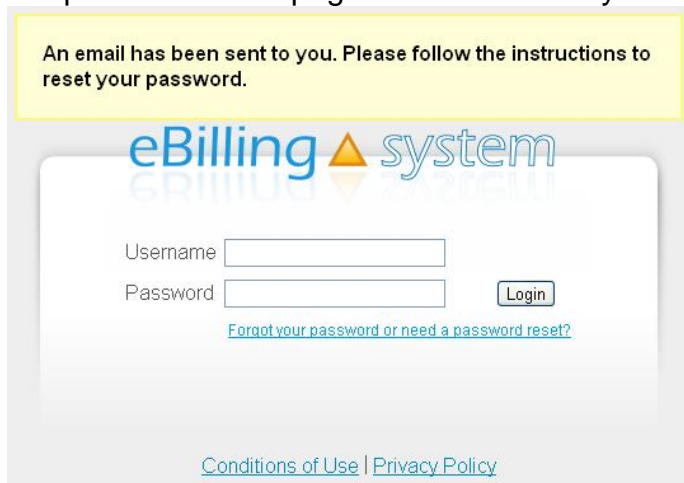


## Instructions for using the eBilling password reset system

1. Enter user name and press “forgot your password or need a password reset?” hyperlink.



2. Response from webpage after successfully completing step 1.



3. User checks email and clicks the hyperlink to go to the password reset page.

Subject: Request for E-Billing Password Reset

Please click on the following link to reset your password. The link will take you to the eBilling System launch page. Press the Launch Application button and follow the prompts to enter a new password.

Note: this link will expire 24 hours from the time this email was sent.

[Click here to reset your eBilling password](#)

4. Launch the application



5. Type new password and re-type the new password to confirm. Press save and congratulations your password is now reset.

