

# How To Reset Your Password

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Go to [www.qualpay.com](http://www.qualpay.com)

Click *Login* located at the top right of the page.

Click *Forgot your password?*

Enter your user name and then click *Reset Password*.

If your user name is valid & active, you will receive an email at the email address associated with that user name.

*Note: This link is only valid for 24 hours from the time it is sent. If the link is not used within 24 hours, the process will need to be started again from the beginning.*

Click on the link in the email and you will be redirected to the reset password page.

Enter a new password and then confirm the new password. Once done, click *Submit Password*. You will then be redirected to your account.

*Note: Passwords must be at least 7 characters. It must include at least one number and one capitalized letter. We recommend you change your password at least every 90 days.*

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