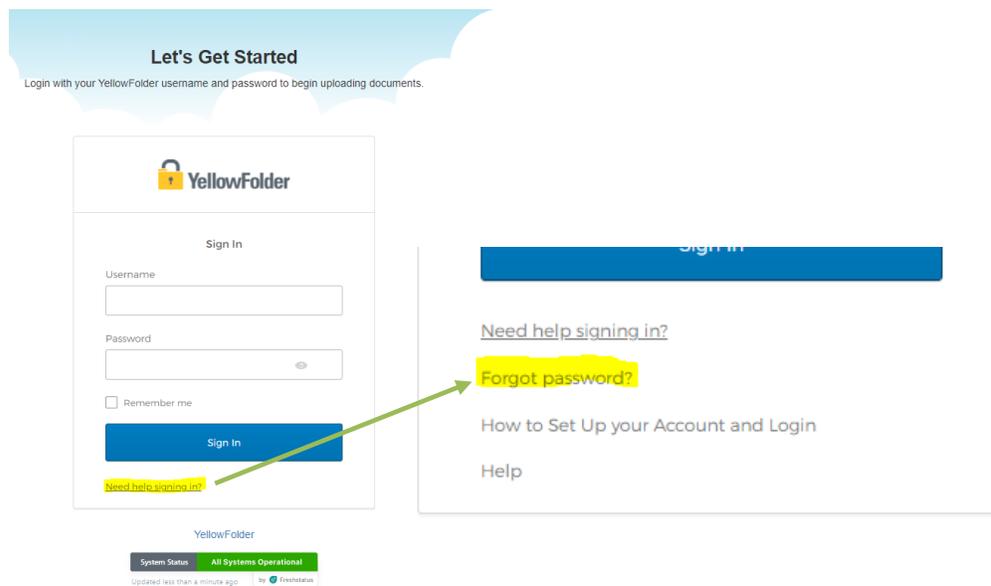


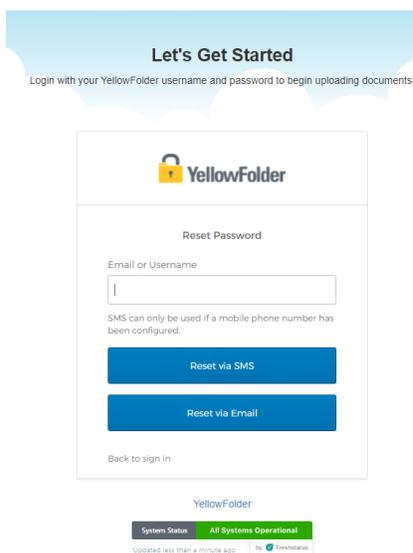
How to Reset Your Password

To reset your password, do the following:

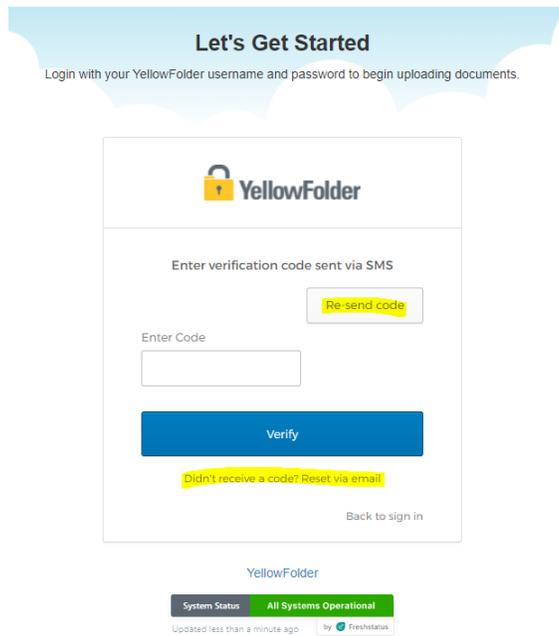
1. Go to the login page <https://erm.yellowfolder.com/login/>
2. Click on *Need help signing in?* and then click on *Forgot password?*



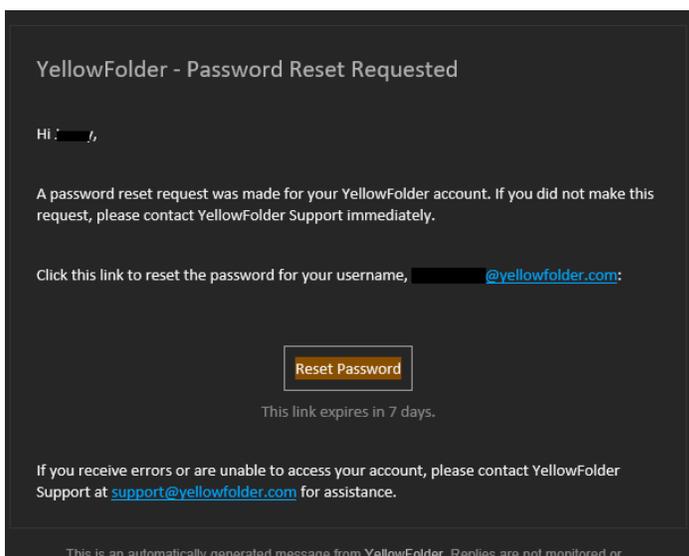
3. In the window that shows up, enter your YellowFolder username (your email address).



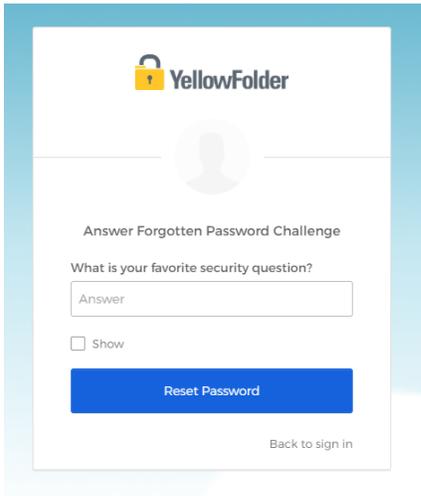
4. Whenever you set your account up, if you entered your phone number, you should be able to *Reset via SMS*. If you're not sure, you can choose the second option to *Reset Via Email*.
5. If you chose to *Reset via SMS*,
 - a. A code will be sent to the phone number your registered with.
 - b. Enter the code provided and click verify.
 - c. If you did not receive the code, wait for the Resend code button to be enabled and try again. Otherwise try using the reset via email method.



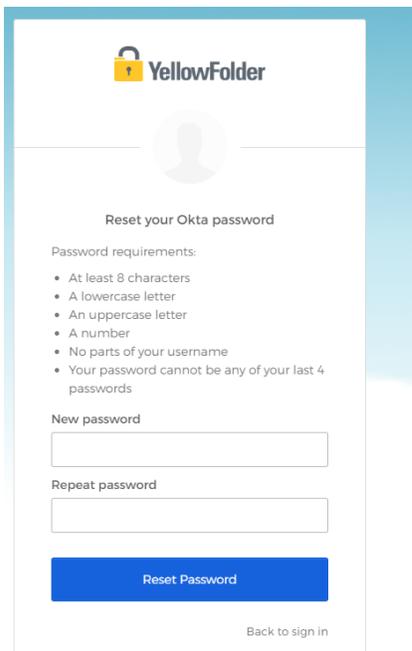
6. If you chose to *Reset via Email*, an email should arrive in your inbox with a link to reset your password.



- In the next step, you will be asked for the answer to the security question you configured when you set up your account. Please note that this is different from the security question asked during login.



- Once you enter the correct answer, you will be provided with an option to set the new password. Please note the password requirements mentioned.



- Enter and re-enter your password and hit reset. It will direct you to the MFA page you normally use for login. Enter the required response and you should be good to login.