

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.

Let's Get Started	
Login with your YellowFolder username and password to begin uploading document	its.
YellowFolder	
Enter verification code sent via SMS	
Enter Code	
Verify	
Back to sign in	
YellowFolder	
System Status: All Systems Operational Updated less than a minute ago by ● freinitatus.	

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





7. 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.

YellowFolder
Answer Forgotten Password Challenge
What is your favorite security question?
Show
Reset Password
Back to sign in

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

YellowFolder	
Reset your Okta password	
Password requirements:	
 At least 8 characters A lowercase letter An uppercase letter A number No parts of your username Your password cannot be any of your last passwords 	st 4
New password	
Repeat password	
Reset Password	
Back to sig	ın in

9. 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.