



ASCENDER GUIDES



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From the MemberPortal Login page, click **Forgot Password**. The Forgot Password page is displayed.

User Name	Type the user name that you used to create your MemberPortal account.
Date of Birth	Type your birth date in the MMDDYYYY format.
Zip Code	Type your five-digit zip code.

Click **Retrieve**.

You are prompted to answer the hint question that you entered when you created your user account. In the hint answer field, type the answer to the hint question.

- You have three opportunities to answer the question correctly.
- If the question is not correctly answered, the answer is protected, and you are prompted to call your MemberPortal administrator to have your user account deleted. Once your user account is deleted, you can use the [Create Account](#) page to create your account again.

Click **Submit**. You are redirected to the MemberPortal Login page. An email message containing your temporary password is sent to your email address.

Obtain your temporary password from your email and return to the MemberPortal Login page. The temporary password is only valid for 24 hours.

Type your user name and the temporary password and click **Login**. You are redirected to the [Change Password](#) page. Follow the instructions for changing your password.



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