

# Reset Password

If you have **forgotten** your **password** or would just like to **change it**, follow the below steps to **reset your password**.



1. Navigate to the **portal** web address: <http://portal.auditcomply.com/login>.
2. Click on “**Forgot Password**”.(or just go to this **link** [https://portal.auditcomply.com/portal/reset\\_password/](https://portal.auditcomply.com/portal/reset_password/)).
3. Enter the **email address** used when registering to system.
4. Click “**Reset Password**”.
5. Open the **email** that has been sent to the relevant email address asking the user to confirm the password reset.
6. Click on the “**Reset Password**” link in the email.
7. Fill in the “**new password**” and “**confirm password**” form fields.
8. Click “**Save**”.
9. Click on “**login**” and login with the new password.

