



# How do I reset my password?

## How to reset your password:

If you cannot remember your username or password, use the link to reset your account.

**DO NOT create multiple accounts or you may be disqualified from the grant application process.**

To reset your password you must know your username or email address used to create the account.

**If you still cannot access your account contact the System Administrator at [cwiemers@gips.org](mailto:cwiemers@gips.org).**

A screenshot of the login page. It has two input fields: "Username" with the placeholder "Enter username" and "Password" with the placeholder "Password". Below the fields is a blue "Login" button. To the right of the button, there are two links: "To create a new application click here. DO NOT create duplicate accounts." and "If you have forgotten your password, click here." A black arrow points from the "Reset Password" link to the "Reset Password" button on the page below.

## Complete the Reset Password Page:

Enter your email address and/or your username (you must know at least one used to create account).

Click the Reset Password button.

An email will be sent to your account email address with a link to reset your password.

## Write down your Username and Password

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A screenshot of the "Reset Password" page. At the top, it says "Online Grant Application" and "Your legacy. Their opportunity." There are links for "Login", "Support", and "Online Help". The main heading is "Reset Password". Below it are input fields for "Email Address\*", "Username\*", and "Challenge Code\*" (with a note "(required)"). There is also a field for "and/or" with a "Challenge Code\*" field below it. A blue "Reset Password" button is at the bottom. The footer contains the copyright information: "© 2006 - 2018 Electronic Form Solutions, LLC - All rights reserved. v4.0.20180815".

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