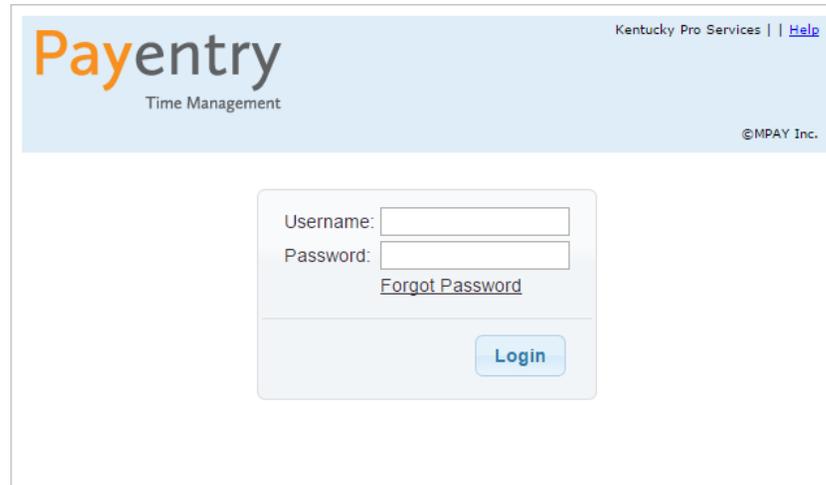


Replace a Forgotten Password

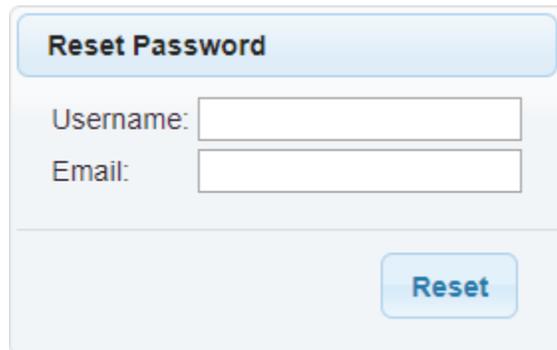
If you have forgotten your password for Time Management, you can reset it. To do so:

1. Click Forgot Password on the login page. The site displays the Reset Password page.



The screenshot shows the Payentry Time Management login page. The header includes the Payentry logo, the text "Time Management", and links for "Kentucky Pro Services" and "Help". A copyright notice "©MPAY Inc." is visible in the bottom right. The login form contains fields for "Username:" and "Password:", a "Forgot Password" link, and a "Login" button.

2. Enter your Username and Email. Fields are case-sensitive.



The screenshot shows the "Reset Password" form. It has a title bar "Reset Password" and two input fields: "Username:" and "Email:". A "Reset" button is located at the bottom right of the form.

3. Click Reset.

If the username and e-mail address you provided match your user credentials, the site sends a temporary password to that e-mail address. If they do not, you are prompted to reenter your information.

4. Log in using with the temporary password. The site prompts you to change your password.



The screenshot shows the Payentry Time Management interface. At the top left is the logo "Payentry" in orange and grey, with "Time Management" below it. At the top right, there is a navigation bar with the text "Kentucky Pro Services | jbaird - employee-salary | [Logout](#) | | [Help](#)". Below the logo, a message reads "You are required to change your password." followed by three input fields: "Old Password *", "New Password *", and "Repeat New Password *". A "Change Password" button is located below the input fields. At the bottom right of the page, the footer text reads "©MPAY Inc. | Payentry: Time Management - Version 1.17.124".

5. Enter the temporary password in the Old Password field.
6. Enter your new password in the New Password and Repeat New Password fields.
7. Click Change Password to save your new password. A dialog box appears confirming that the password has been changed.
8. Click Ok and log in using your new password.