

Forgot Password

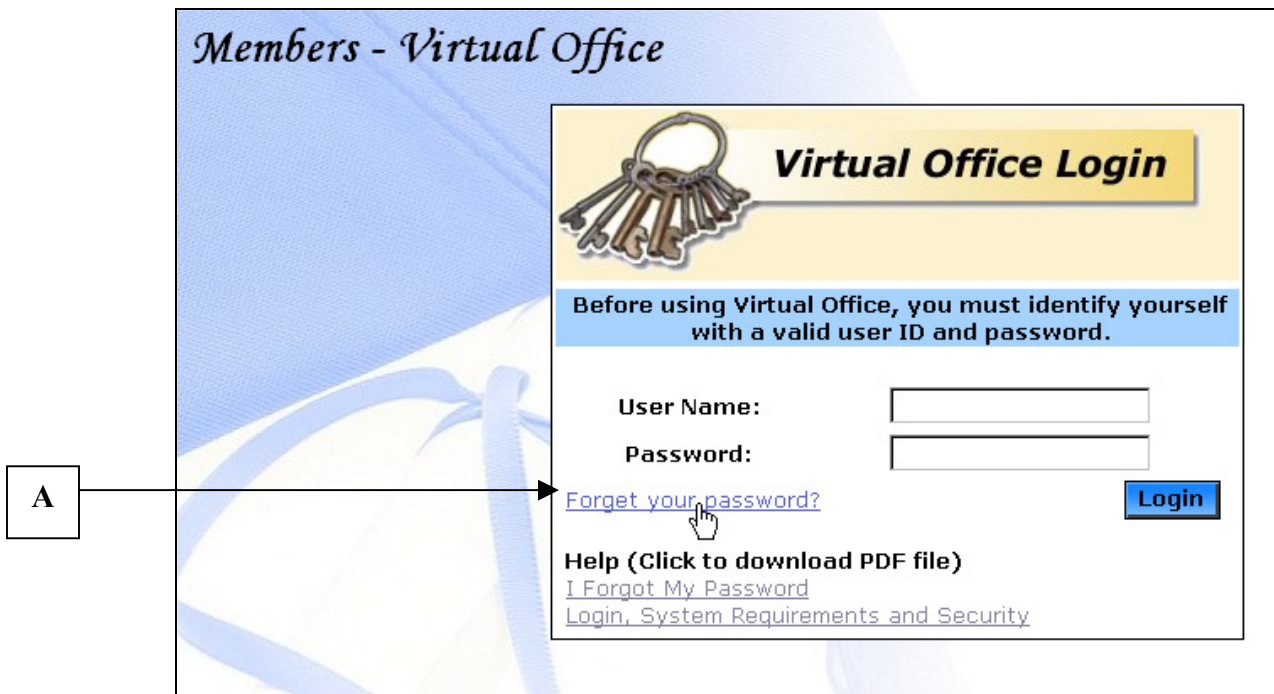
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How to retrieve your password

If you have forgotten your password and need to have it sent to you, follow the directions below.

1. From the “**Login**” page, click the “**Forgot Your Password?**” hyperlink.
(Example A)

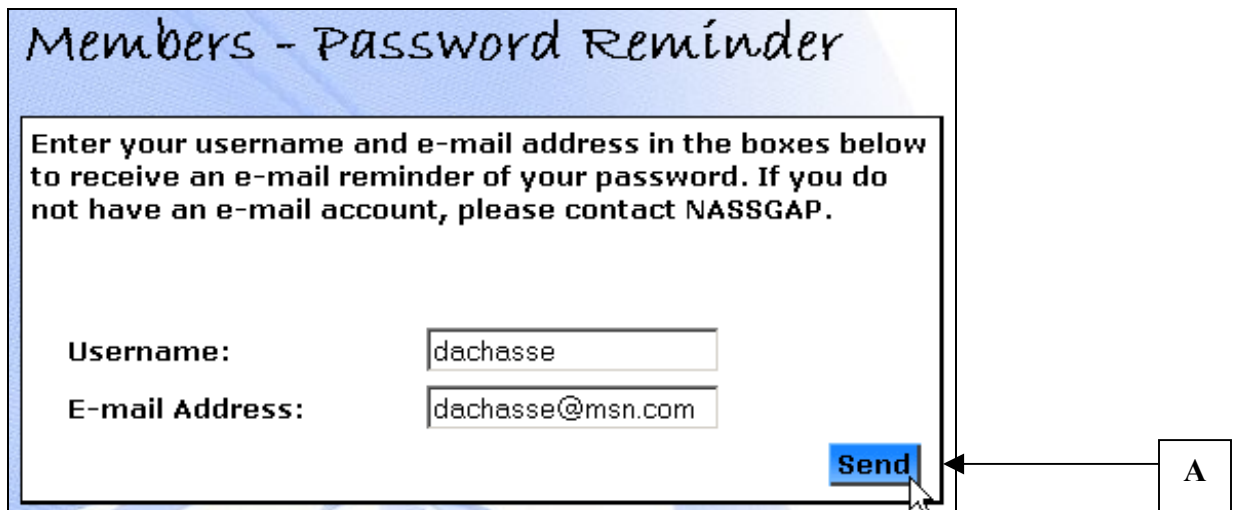


2. Once the “**Password Reminder**” page has loaded, you will see two textboxes.

- **Username** – enter the username you use when logging into the Virtual Office.
- **E-mail Address** – enter the email address associated with your Virtual Office member account.



3. Click the “**Send**” button. (Example A)



4. You will be notified on the Password Reminder screen that an “**Email has been sent to your email address**”. Check your email Inbox associated with your Virtual Office member account. You will receive an email from nassgap@nassgap.org, with the Subject **NASSGAP – Password Reminder**.

- The email will display your Username and Password for logging into the Virtual Office System.