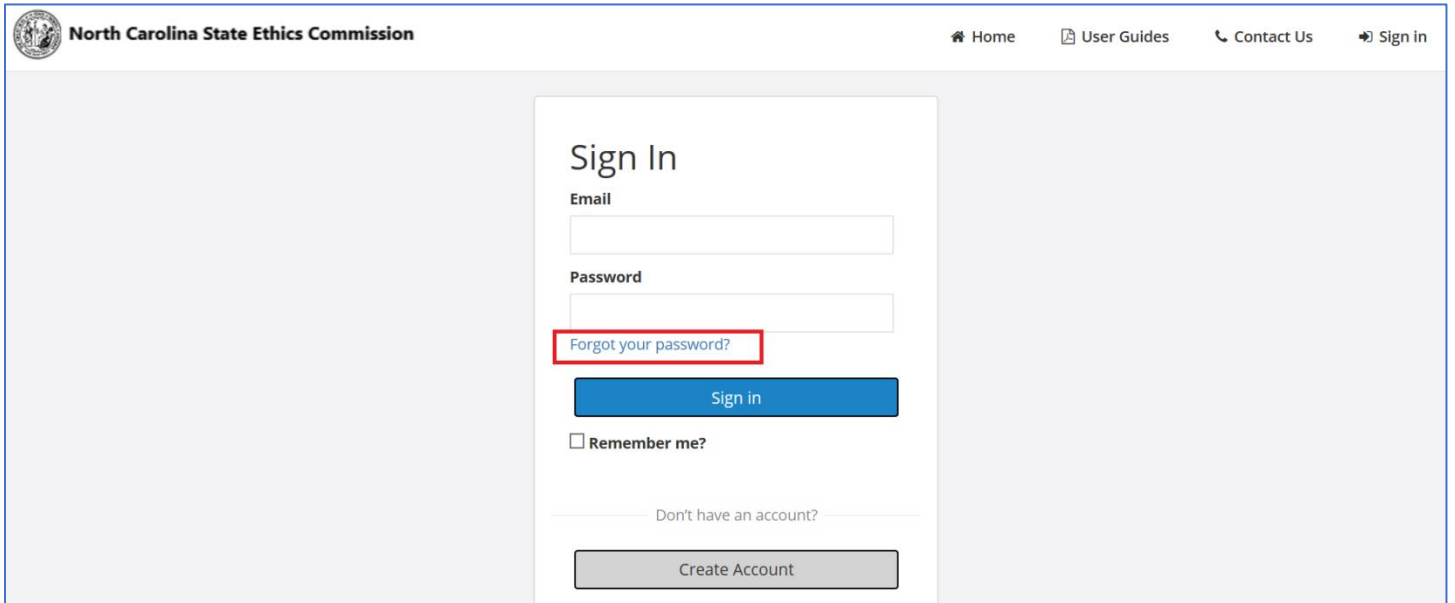


## Forgot your password? Here's how you can reset your password.

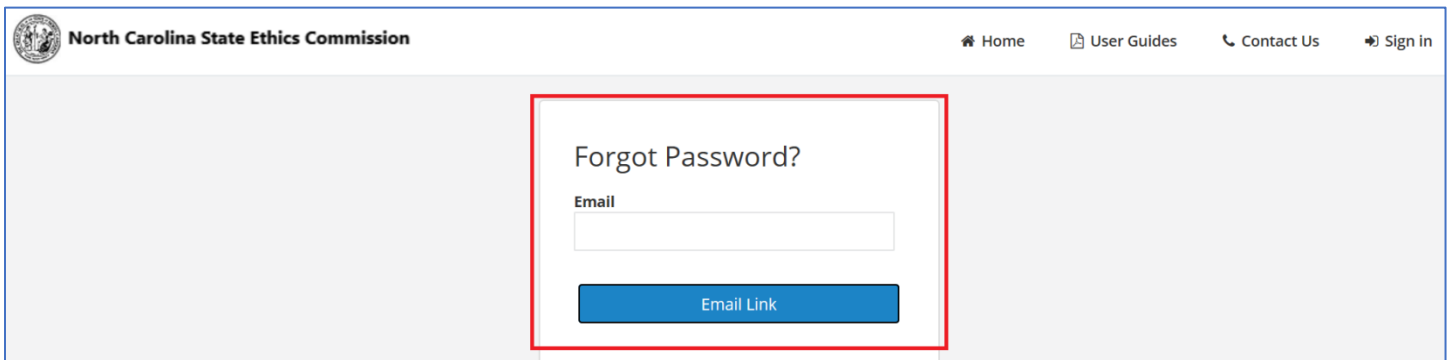
Follow these steps to reset your Account Password:

- 1) Go to: <https://ef.ncsbe.gov/Account/Login>
- 2) Click "Forgot your password?" as highlighted in Red below.



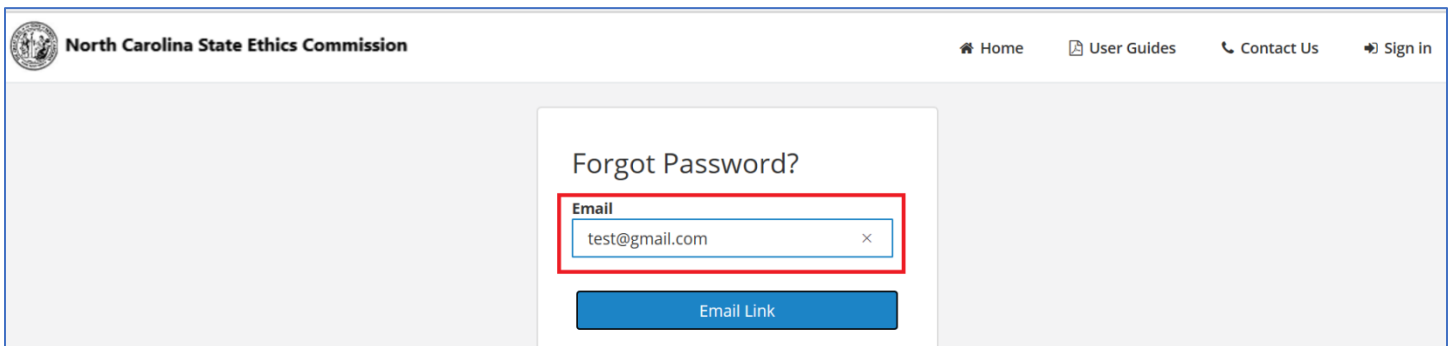
The screenshot shows the North Carolina State Ethics Commission website. The header includes the logo and navigation links: Home, User Guides, Contact Us, and Sign in. The main content area features a 'Sign In' form with fields for Email and Password. A blue 'Sign in' button is positioned below the password field. A checkbox labeled 'Remember me?' is located below the sign in button. A link for 'Forgot your password?' is highlighted with a red box. Below the sign in form is a 'Create Account' button.

- 3) You will see the "Forgot Password?" screen shown below.



The screenshot shows the 'Forgot Password?' page on the North Carolina State Ethics Commission website. The header is identical to the previous screenshot. The main content area features a 'Forgot Password?' form with an 'Email' input field. A blue 'Email Link' button is positioned below the email field. The entire form area is highlighted with a red box.

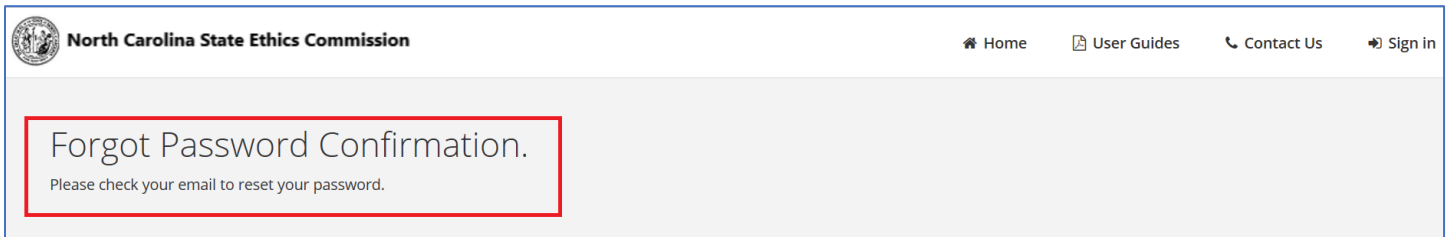
- 4) Enter your email address that was used for Online Account Registration.
- 5) Click the "Email Link" button shown in the screen below.



The screenshot shows the 'Forgot Password?' page on the North Carolina State Ethics Commission website. The header is identical to the previous screenshots. The main content area features a 'Forgot Password?' form with an 'Email' input field containing the text 'test@gmail.com'. A blue 'Email Link' button is positioned below the email field. The input field is highlighted with a red box.

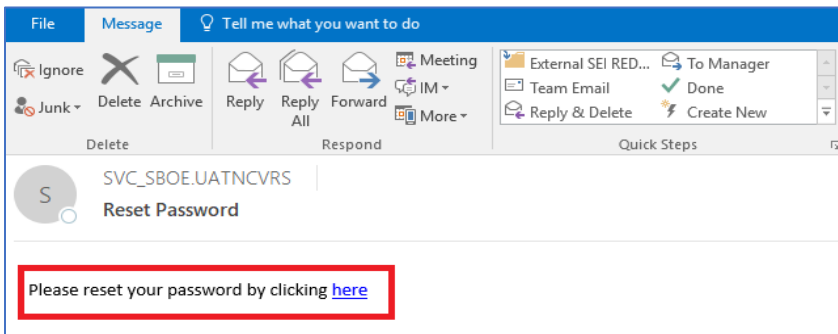
## Forgot your password? Here's how you can reset your password.

6) You will see the “**Forgot Password Confirmation**” screen as shown below.

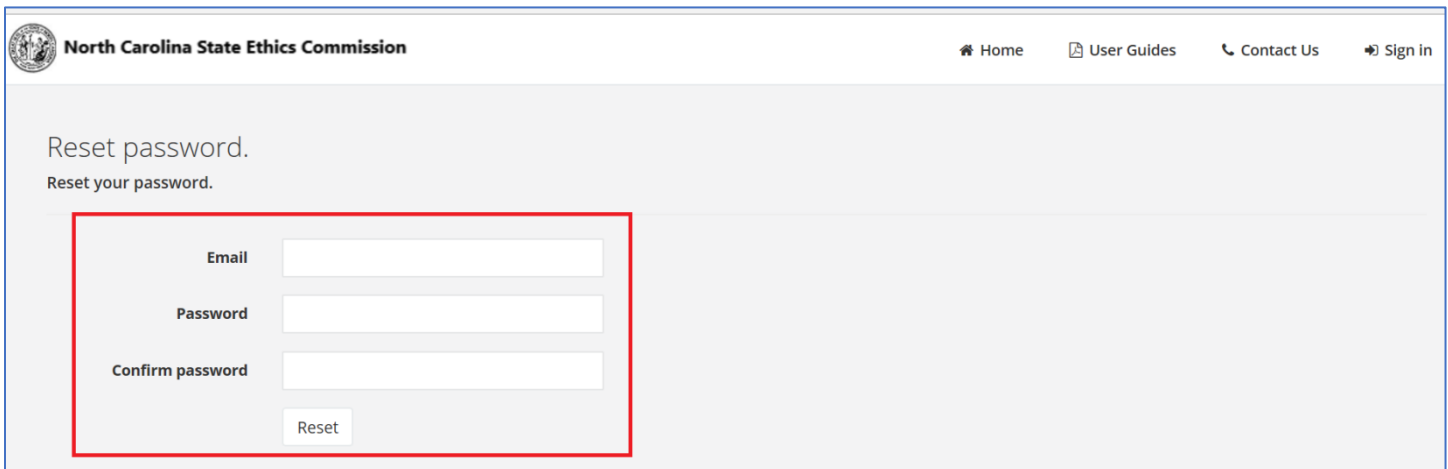


7) Now check your email. You should have received an email titled “Reset Password” from the system.

8) Click the “here” link in body of email.



9) You will now see the following “Reset password” screen:



10) Key in your email address in the “Email” box.

11) Key in your new password in the “Password” box.

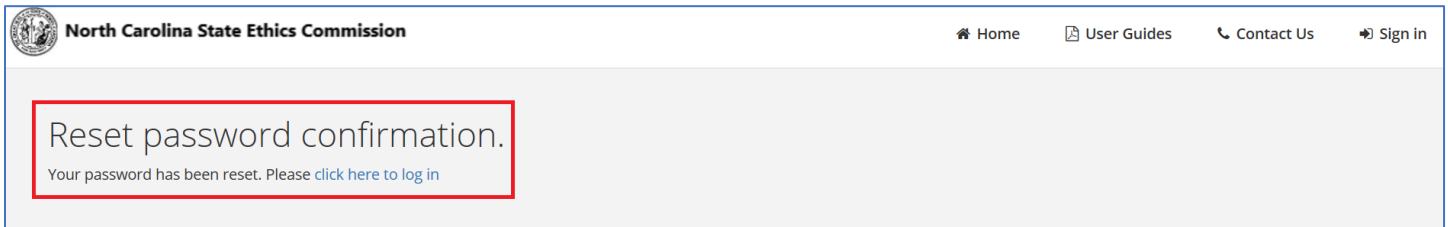
- o **NOTE:** The password should be at least 8 characters long and must include at least 1 upper case letter, 1 lower case letter, 1 number and 1 special character such as !, @, #, \$.

12) Key in the new password again in the “Confirm password” box.

13) Click the “Reset” button.

## Forgot your password? Here's how you can reset your password.

14) You will see the following "Reset password confirmation" screen:



15) Click on "click here to log in" to sign in to SEI e-filing portal with your new password.

16) If you do not receive a password reset email it is possible that the email was placed in your spam folder or your agency or personal Internet provider security settings stopped the email from transmitting. Therefore, please check your spam folder and contact your agency IT contacts to determine next steps for receiving the password reset email.