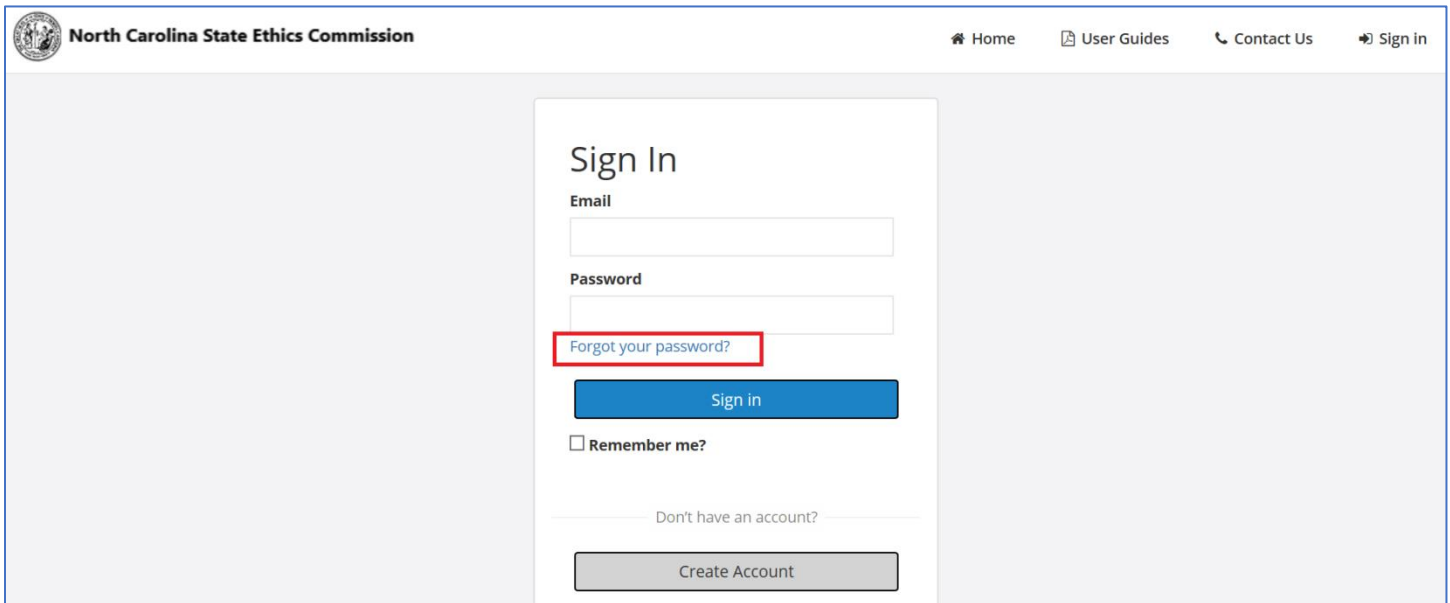


Forgot your password? Here's how you can reset your password.

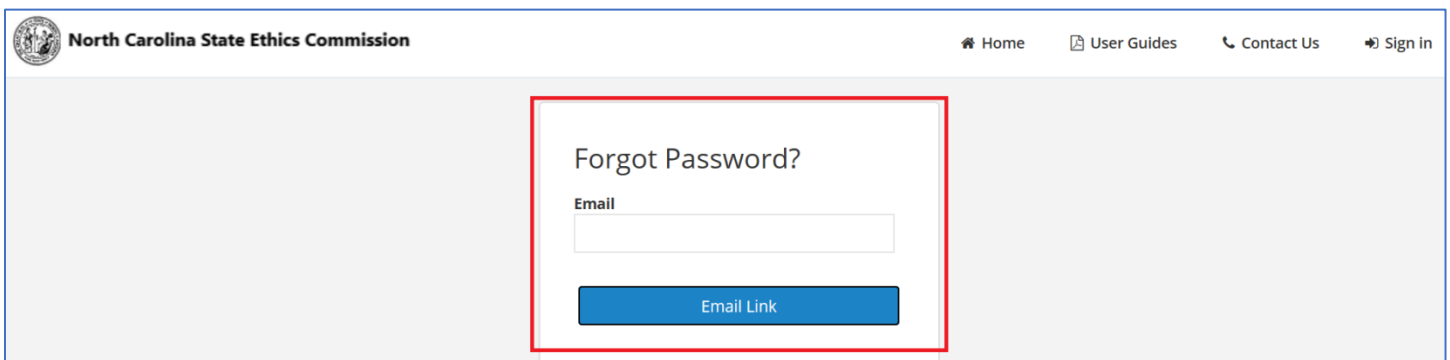
Follow these steps to reset your Account Password:

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



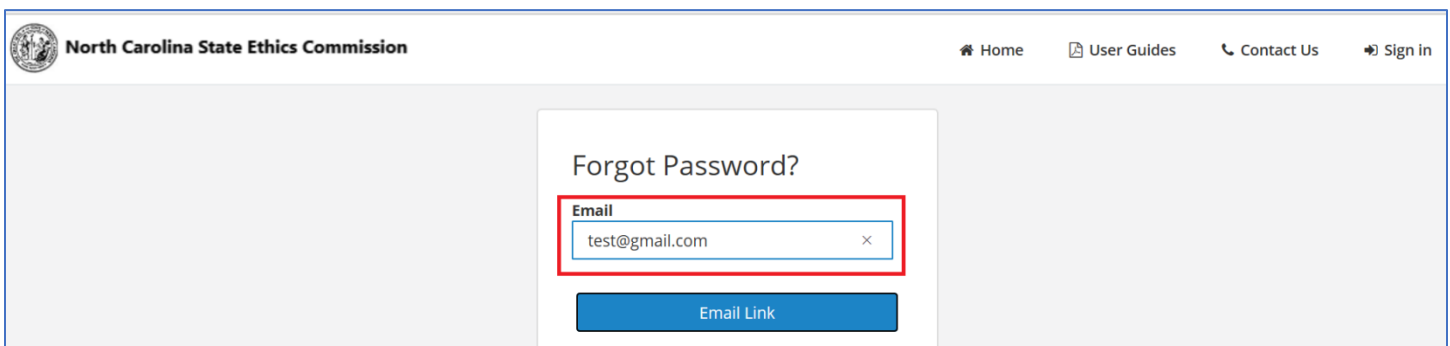
The screenshot shows the 'Sign In' page of the North Carolina State Ethics Commission. The page has a header with the commission's logo and name, and navigation links for Home, User Guides, Contact Us, and Sign in. The main content area contains a 'Sign In' form with fields for Email and Password. Below the Password field, the link 'Forgot your password?' is highlighted with a red rectangular box. Below this link is a blue 'Sign in' button, a checkbox for 'Remember me?', and a link for 'Don't have an account?' which leads to a 'Create Account' button.

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



The screenshot shows the 'Forgot Password?' page of the North Carolina State Ethics Commission. The page has the same header as the previous screenshot. The main content area contains a 'Forgot Password?' form with an 'Email' field. Below the email field is a blue 'Email Link' button, which is highlighted with a red rectangular box.

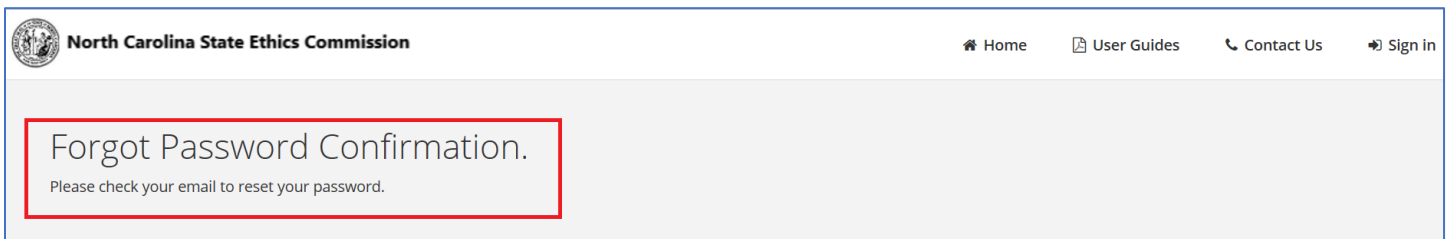
- 4) Enter your email address that was used for Online Account Registration.
- 5) Click the "Email Link" button shown in the screen below.



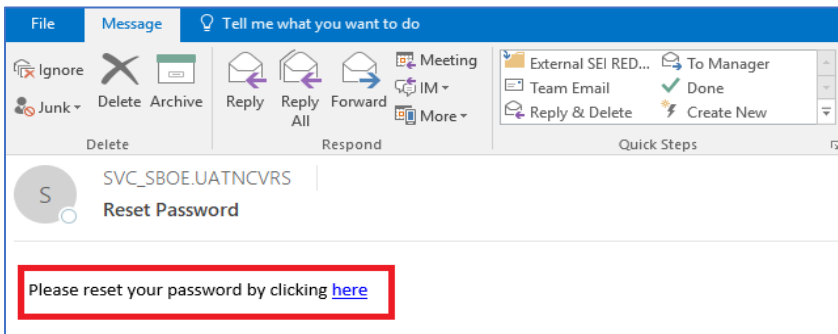
The screenshot shows the 'Forgot Password?' page of the North Carolina State Ethics Commission. The page has the same header as the previous screenshots. The main content area contains a 'Forgot Password?' form. The 'Email' field is highlighted with a red rectangular box and contains the text 'test@gmail.com'. Below the email field is a blue 'Email Link' button.

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

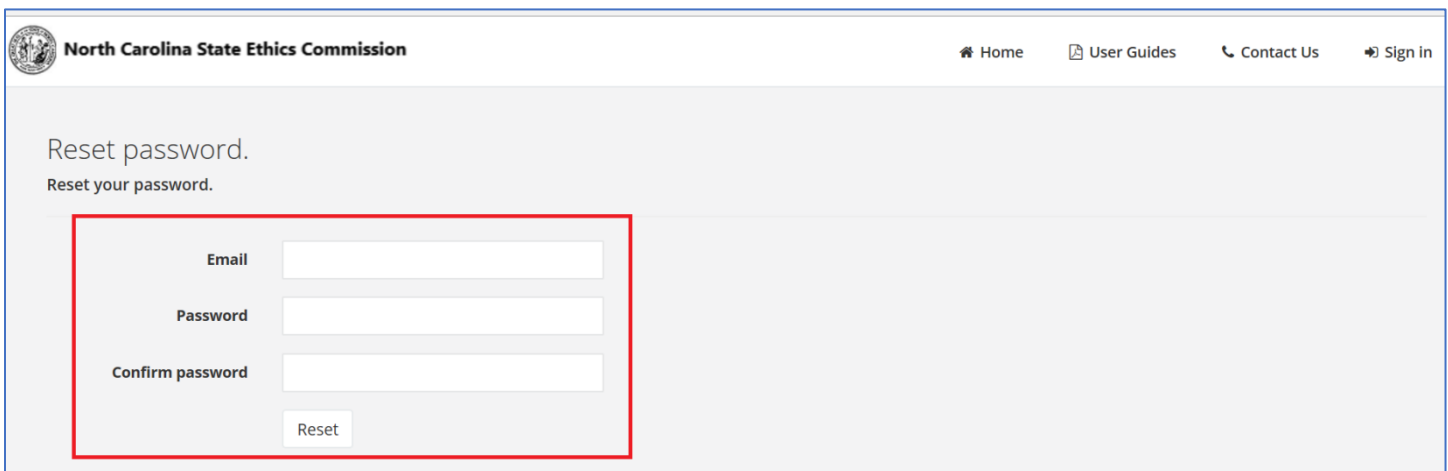
- 6) You will see the “**Forgot Password Confirmation**” screen as shown below.



- 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.



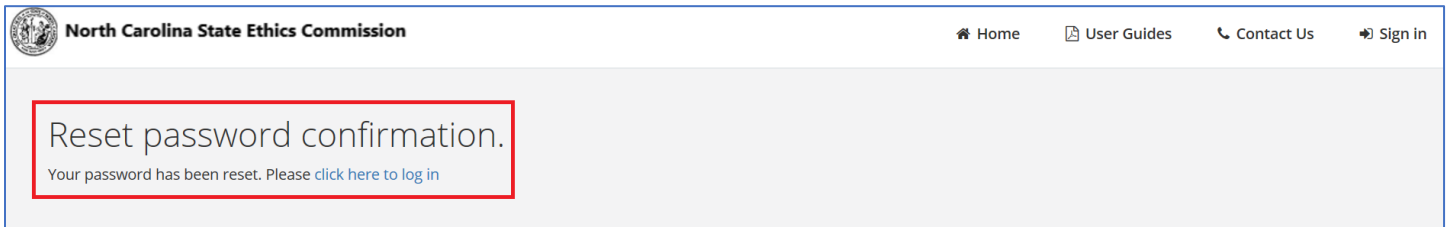
- 9) You will now see the following “Reset password” screen:



- 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.