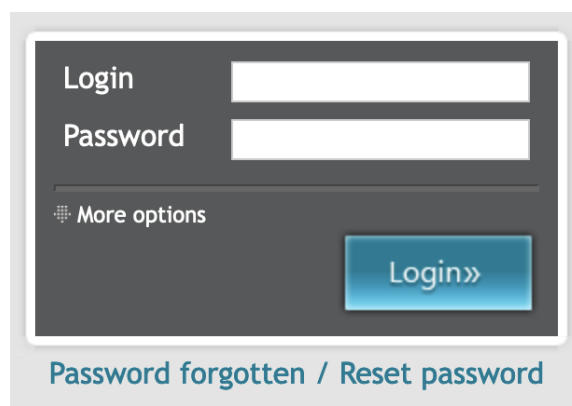


What do I do if I forget my password?

If you have forgotten your password, follow these steps:

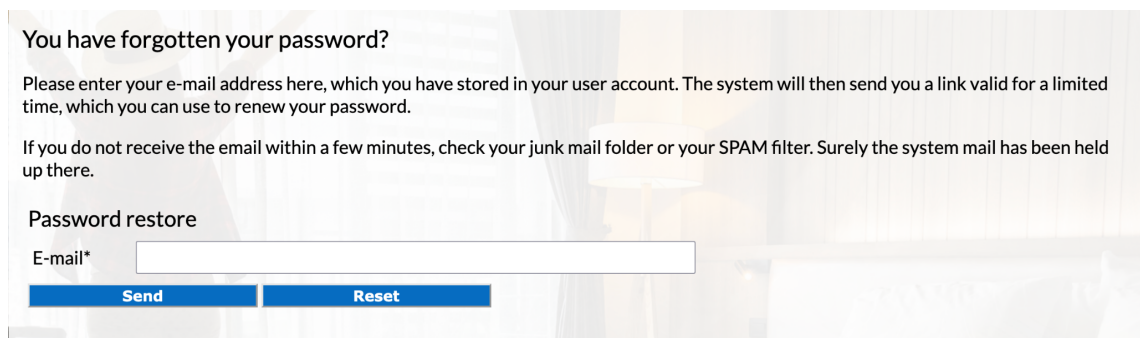
1. Use the "Password forgotten / Reset password" function, just below the login screen.

(Link for your extranet access: <https://MYLAND.guest-registration.com/admin/>)



The screenshot shows a login form with fields for 'Login' and 'Password', a 'More options' link, and a 'Login»' button. Below the form, the text 'Password forgotten / Reset password' is highlighted in blue.

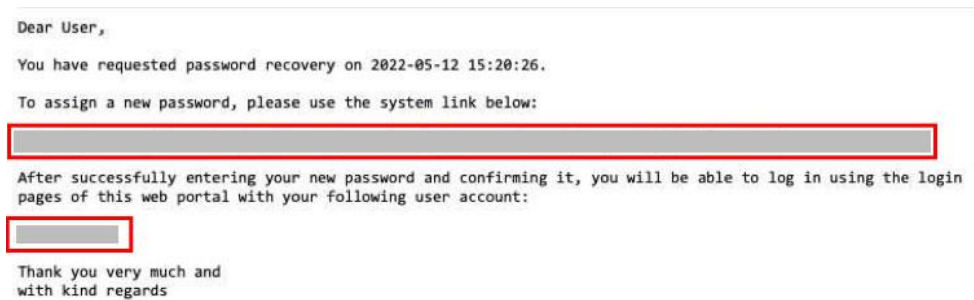
2. Enter the email address you used for your user account.



The screenshot shows a form titled 'You have forgotten your password?'. It contains instructions: 'Please enter your e-mail address here, which you have stored in your user account. The system will then send you a link valid for a limited time, which you can use to renew your password.' and 'If you do not receive the email within a few minutes, check your junk mail folder or your SPAM filter. Surely the system mail has been held up there.' Below the text is a section labeled 'Password restore' with an 'E-mail*' input field and two buttons: 'Send' and 'Reset'.

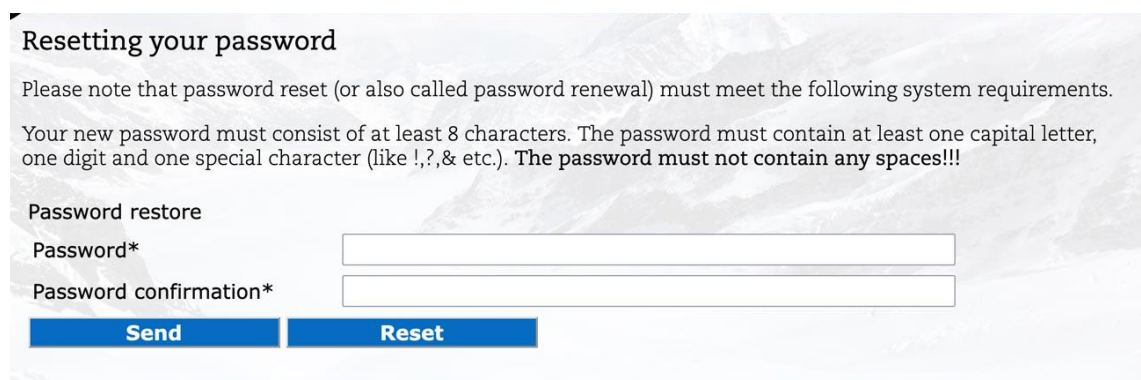
Click Send.

3. The system will send you a link for assigning a new password by E-Mail.



This mail will also list your correct login.

4. Execute the specified link from the E-Mail:



Resetting your password

Please note that password reset (or also called password renewal) must meet the following system requirements.

Your new password must consist of at least 8 characters. The password must contain at least one capital letter, one digit and one special character (like !,?,& etc.). **The password must not contain any spaces!!!**

Password restore

Password*

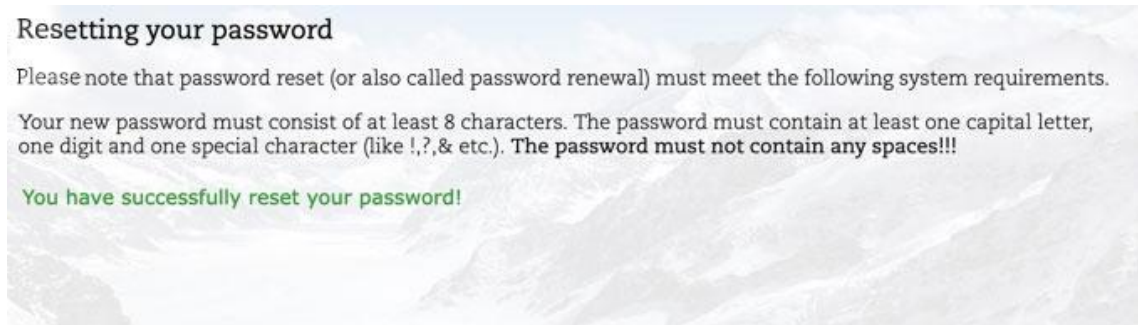
Password confirmation*

Enter your new desired password under Password and Password confirmation.

Your new password must consist of at least 8 characters. The password must contain at least one capital letter, one digit and one special character (like !,?,& etc.). **The password must not contain any spaces!!!**

Click on "Submit".

5. If the sending of the new password was successful, you will see the following screen:



6. You can now log in with your new password.

Please switch to your extranet access via the following link:

<https://MEINLAND.guest-registration.com/admin/>