

## **Password Reset Instructions**

Please see the following instructions on how to reset your password on the Star Systems Solutions Website:

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You are allowed three attempts to enter your password before your account will be locked. If your account is locked, contact customer service at <u>customerservice@starsystemssolutions.com</u> or 248.669.4000 to have it unlocked. Before your account gets locked, click the "Forgot Password?" link to reset your password. It will prompt you to enter your username and email associated with your account. You'll receive an email with a temporary password. Please be sure to check your spam folder if you don't receive it in your inbox.

	Account Login	Welcome to Star Systems
	Username:	
	Password:	
	Remember Username	9
	Login	
	Forgot Password?	
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tar ★	Systems solutions Please enter th Username:	e username and the e-mail address associated with it, then click "Get Passwo
tar ★	Systems solutions Please enter th Username: E-mail Address:	e username and the e-mail address associated with it, then click "Get Passwo

2. Copy the password and paste it in your login. You will then be prompted to give an answer to one of your security questions. Please also contact customer service if you don't remember your security question answers.



The password of your user account (username: jacob.brenner) is reset to: 0^VpfiVG

You need to change your password at the first time of login.

## **Verify Your Identity**

We do not recognize this computer as valid for this account. Please verify your identity by answering the following security question.

What was the name of your first pet?

Continue

3. You may be prompted to put an authentication code that will be sent to the same email associated with your account. Once you enter the authentication code, you will be taken to a screen to change your password.

## **Authentication Code Delivery Method**

Please select the method in which your authentication code will be sent to you. Upon receiving this code you will be able to completely log into the site.

Send to Email: xxxxxxxx@starsystemssolutions.com

I already have a code Send Code Now

Dear Jacob Brenner,

Here is the Authentication Code you will need to help us recognize your computer.

Your Authentication Code is: 038724714

This code will expire soon so please enter it in the appropriate field online as soon as possible.

Please follow the instructions below if you are unsure about where to enter your Authentication Code.

- If you are currently on the page where you can enter your Authentication Code, please enter it now.
- If you are not currently on our site, then please follow these steps to access your accounts:
  - 1. Go to our site as you normally do.
  - 2. Enter your current password in the Current Password field.
  - 3. Enter your User ID and Password into the fields on the page and click "Log On."
  - 4. Answer your random security questions
  - 5. On the "Verify Your Identity" page, please click the "I already have a code" button.
  - 6. Enter the Authentication Code you received in this e-mail in the Authentication Code field.
  - 7. Click "Continue."
- 4. Paste the temporary password from step 2 in the Current Password and create your new password. Please note your new password cannot have been used before.