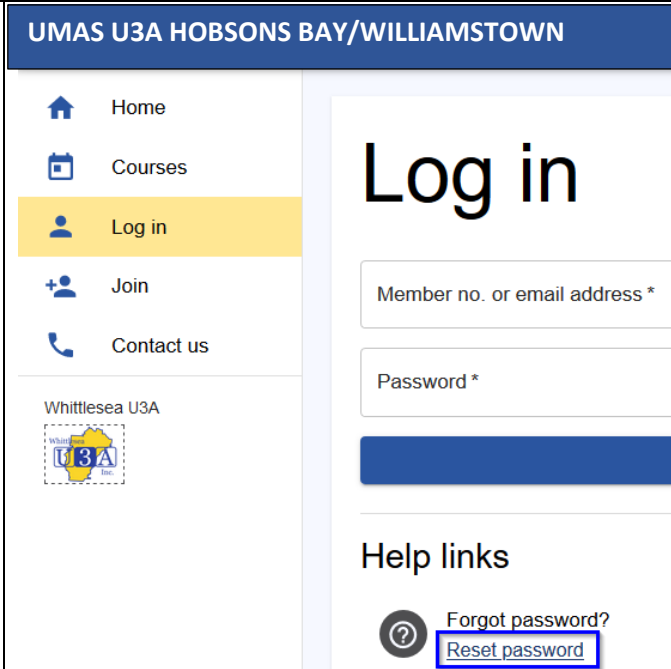
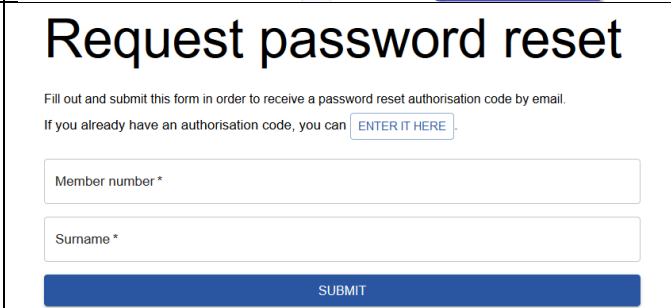
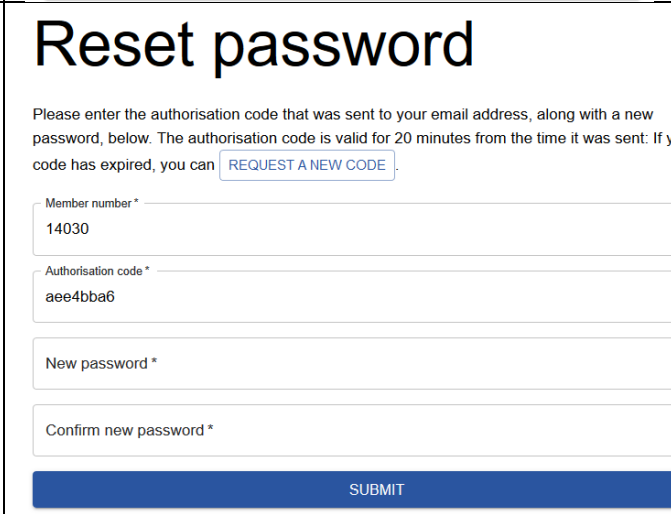


## Member Guide Membership System (UMAS and UMAS for Members)

### How to Reset a Password

<p>1. Select “Reset <b>password</b>” on the LOGIN screen before login</p> <p>A new screen will open  <b>“You can reset your password here”</b></p>	
<p>2. Enter your <b>Member Number</b> and <b>Surname</b></p> <p>3. Click “<b>Submit</b>” button</p> <p>4. A message is sent to the email address we have recorded in our membership system. Open your emails and locate the email. If you do not see the email check your <u>Junk</u> folder</p>	
<p>5. Copy the authorisation code in the email and paste it into the Reset Password “Authorisation code”</p> <p>6. Enter your new password</p> <p>7. Confirm your new password</p> <p>8. Submit</p>	
<p>9. A “Success” message will be displayed as shown</p> <p>10. Select login</p> <p>11. Login with your Member Number and new Password</p>	