



Member Guide

Membership System (U-MAS and U-MAS for Members) - How to Reset a Password

<p>1. Select “Reset password” on the LOGIN screen before login</p> <p>A new screen will open “You can reset your password here”</p>	
<p>2. Enter your Member Number and Surname</p> <p>3. Click “Submit” button</p> <p>4. A message is sent to the email address we have recorded in our membership system.</p>	
<p>5. Open your emails and locate the email. If you do not see the email check your <u>Junk</u> folder. Copy the authorisation code (the characters in bold) in the email.</p> <p>Do NOT use the code displayed here</p>	<p>Someone (presumably you) requested a password authorisation code, which can be used in U-MAS</p> <p>d490a0bc</p>
<p>6. Paste the code into the Reset Password “Authorisation code”</p> <p>7. Enter your new password</p> <p>8. Confirm your new password</p> <p>9. Submit</p>	
<p>10. A “Success” message will be displayed as shown</p> <p>11. Select login</p> <p>12. Login with your Member Number and new Password</p>	

See video “How to reset password on iPad” – [click here](#)