## Instructions for Setting your Member Portal Password

Please follow the directions below to set or reset your Member Portal Password.

- When it is time to set your password for the first time, or you request a password reset from your Salesforce Administrator, you will receive an email from <u>support@salesforce.com</u> with the subject: "Finish resetting your Salesforce password"
- 2. Click the hyperlink embedded in the email, shown below

[Ext] Finish resetting your Salesforce password						
support@salesforce.com	S Reply	" Reply All	$\rightarrow$ Forward	•••		
To I Josh Edelstein		Wed 1/11/2023 8:57 AM				
External Email						
Your Salesforce administrator recently reset the password for the username <u>jedelstein@biomade.org</u> . To fini link. This link expires in 24 hours.	sh resetting yo	our password, go	o to the followin	g		
https://usg02.safelinks.protection.office365.us/?url=https%3A%2F%2Fbmii.my.salesforce.com%2F%3Fc%						
<u>3DH_qZ6a8HvnTsjfdW2i9JsTsQVjT.dgkZ55H62Q3.NZpopU2rzkLpvB6IH_vvxf5MBmp.dfCH647NC5IvwgMdV0F</u> P1wSlaIZn7VnBC1S7LlsVvvQA33pap4Q7rEJgImX0LZgu_uvQcoiLl6g_burD3ukHe4Q67Dwt7&data=05%7C01%	hXTMIWfG63	HIv2CQmdh1dy 6a772044e72b1	QcyktxV_ZUYEtk 308daf3f4e01b9	<u>4ey0</u>		
7C0db3084bf51c462c84ddc015fd903a4a%7C0%7C638090530307158375%7CUnknown%	chreizusee	0077201107201	50000151100157	<u>•</u>		
7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTil6lk1haWwiLCJXVCI6Mn0%3D%7C3000%7	<u>C%7C%</u>					
7C&sdata=hb7ld1yHfor67tmt8tOPj0pbJdl27nA%2BKWDDXOkTURQ%3D&reserved=0						
If you didn't ask for your password to be reset, contact your Salesforce administrator: <u>lvitko@biomade.org</u> .						

3. This hyperlink will take you to the below screen

Change Your Password		
Enter a new pas	sword for jedelstein@biomade.org.	
Make sure to in	clude at least:	
8 character	s	
1 letter		
0 1 number		
* New Password	L. C.	
	(	
* Confirm New I	Password	

- 4. Enter in your strong password and select "Change Password". For any issues getting your password set up, please reach out to <u>memberportal@biomade.org</u>.
- 5. Proceed to log into the BioMADE the Member Portal at https://member.biomade.org