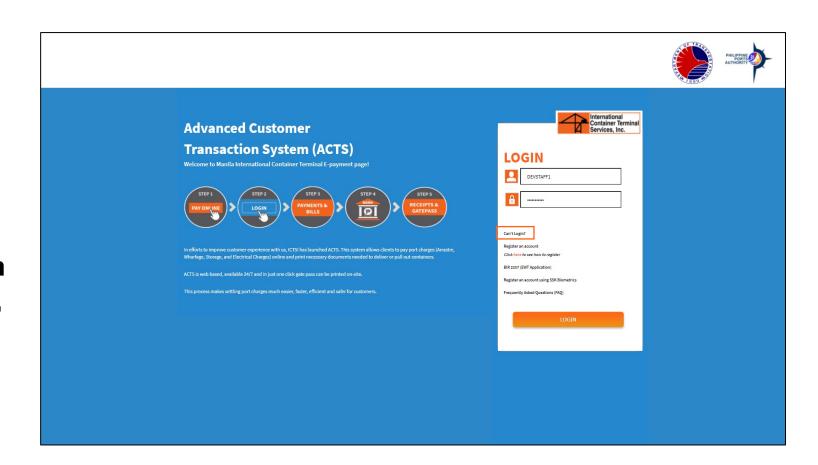


### **STEP 1: CLICK CAN'T LOGIN**



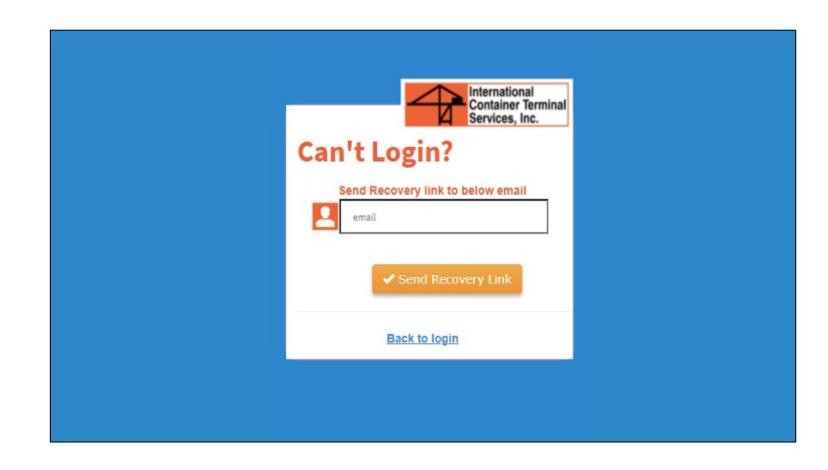
- Go to <a href="https://acts.ictsi.com/">https://acts.ictsi.com/</a>.
- If account is deactivated or you've reached the limit of log in attempts (i.e. account is locked), click Can't Login.



### **STEP 2: ENTER VALID EMAIL ADDRESS**



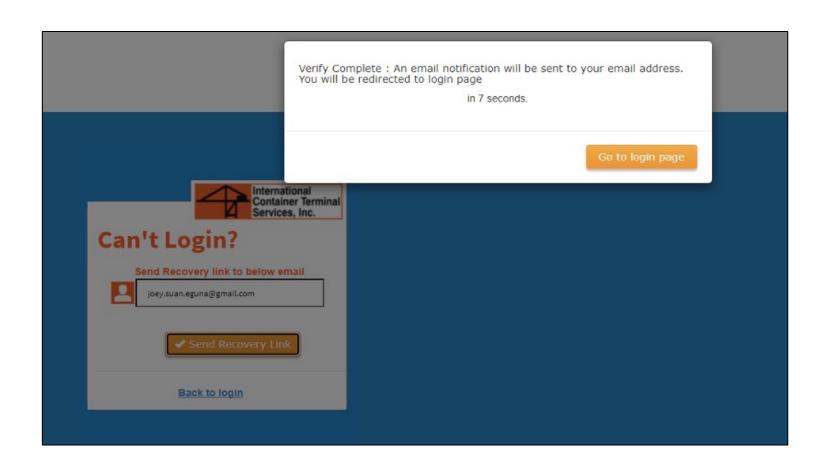
- Enter a valid email address.
  - This should be the email address registered with ACTS.
- Click Send Recovery Link.



### **VERIFICATION COMPLETED**



 If email address is valid, an email notification will be sent to your registered email address.



### **STEP 3: RESET PASSWORD**



 An auto-generated email reply will be received from noreply@ictsi.com.

 To reset password, click <u>Click</u> Here.

#### Password Reset Inbox x



ICTSI <no-reply@ictsi.com>

to me +

Dear User,

Please click the link below to reset password for Username DEVSTAFF1

Click Here!

Thank you for using ACTS!

ACTS Team.

\*\*\* This is an automatically generated email, please do not reply \*\*\*

ICTSI EMAIL DISCLAIMER

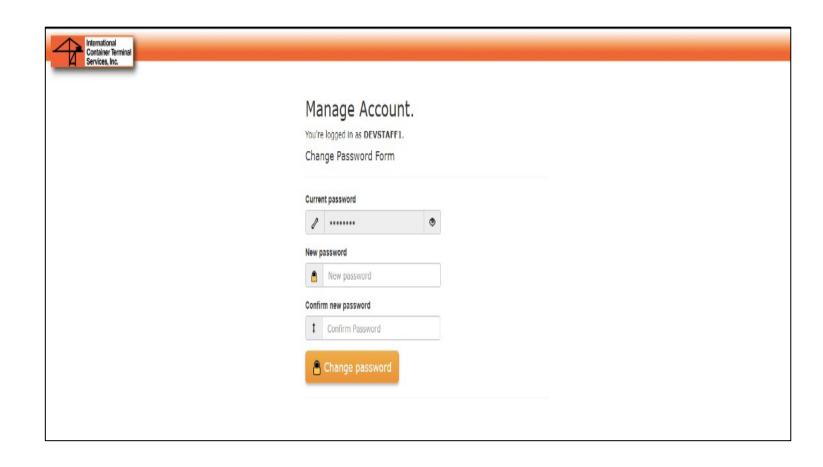
This communication is intended only for the use of the individual or entity to whom it is addressed. It may contain confidential or legally privide unlawful. If you have received it by mistake, please notify us immediately by e-mail reply and delete it from your system.

### **STEP 4: CHANGE PASSWORD**



### Input the following:

- Current password
- New password
- Confirm new password
- Click Change Password.
  - Note that an old password cannot be reused
  - Make sure to enter a unique password

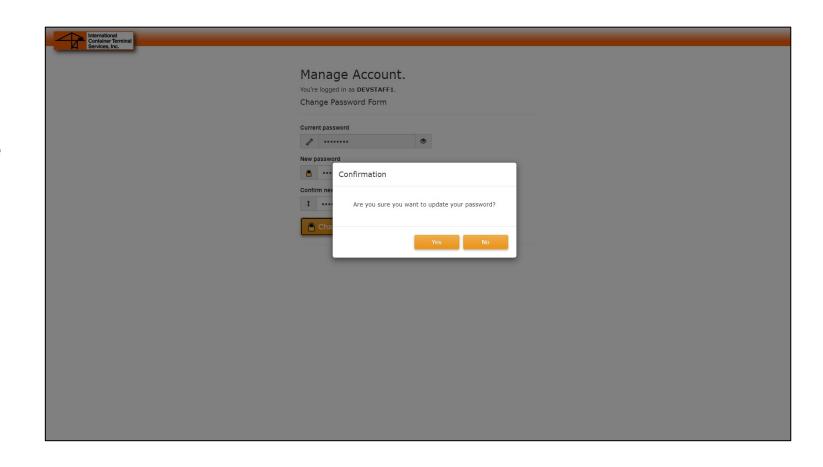


## **STEP 5: CONFIRMATION**



 Once you have entered a unique password, a confirmation message will pop up.

Click YES to proceed.



# **SUCCESSFUL TRANSACTION**



 If confirmation is successful, another pop-up message will appear to inform you that password is successfully updated.

 Proceed to log in using the updated password.

