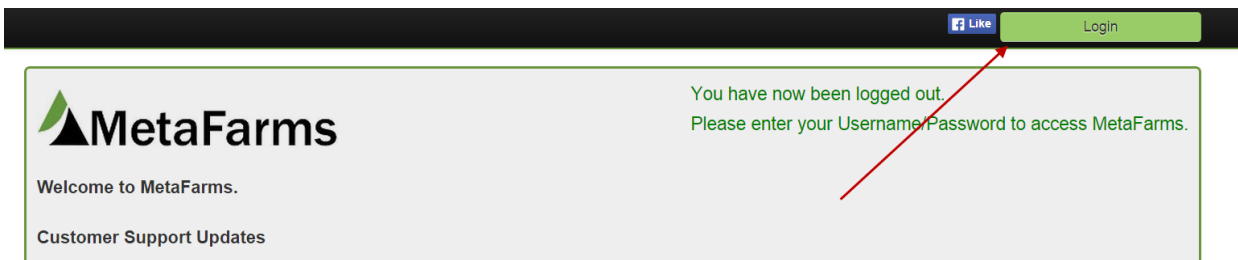


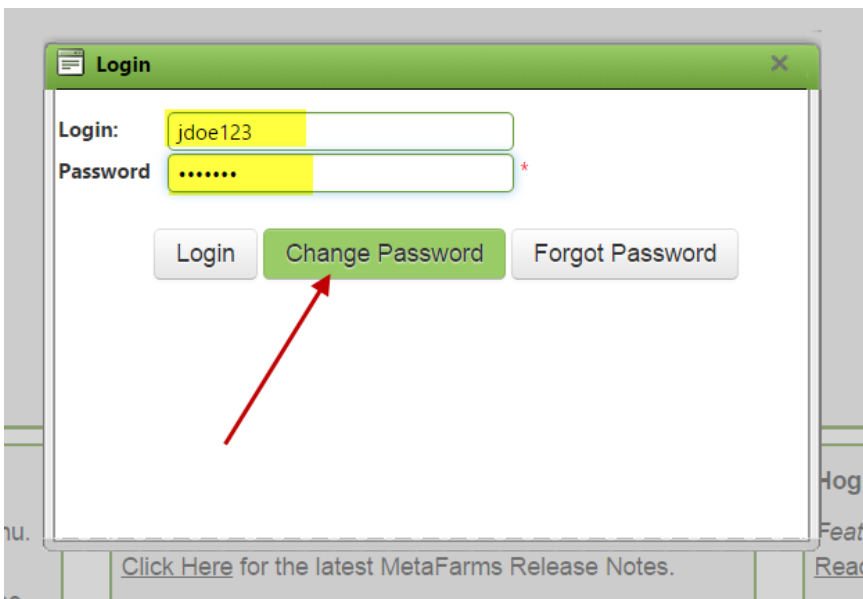
## Changing Your Password

In an effort to improve the security to your company's information, we will be requiring all users to change their passwords to prevent unauthorized access and/or exploitation of your company's data. The requirements for the new password are as follows:

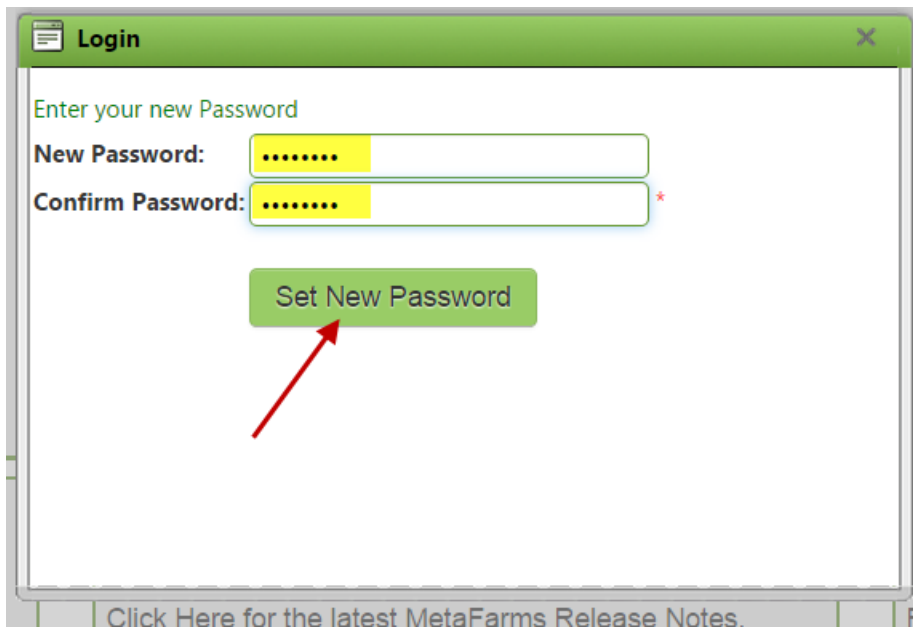
- must be at least 8 characters long
- include one or more numerical digits
- the use of both upper- and lower-case letters (case sensitivity), must include at least one of each
- passwords can be reused only after there have been 5 successful password changes
- required password changes every 180 days; we prompt the user that their password is changing 15 days prior
- if user tries password more than 10 times, the system locks them out and requires a call into Customer Support to reset – call 952-215-3233



Enter your current username and password, click Change Password.

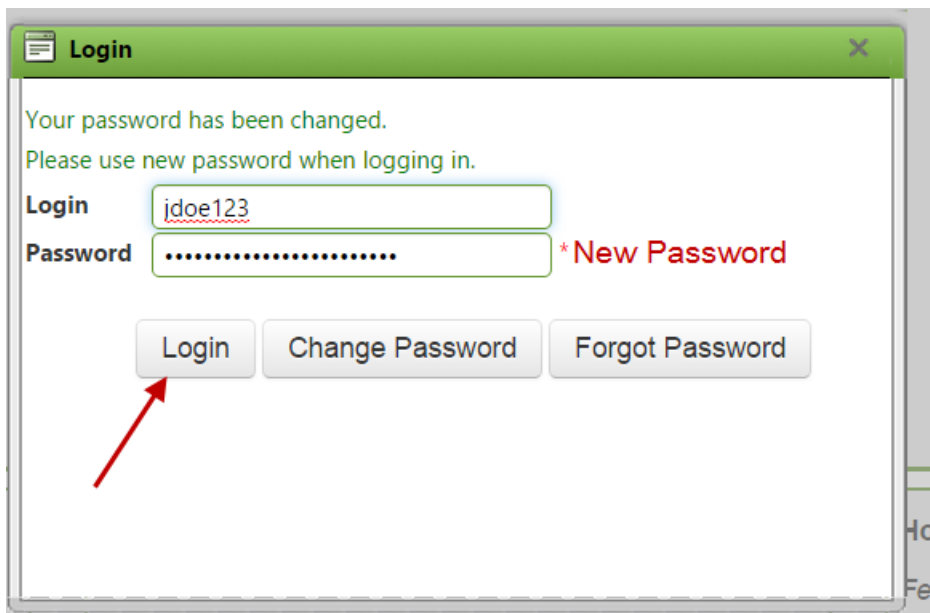


Enter your new password in both fields, following the criteria outlined above.



The screenshot shows a window titled "Login" with a green header bar. Inside the window, the text "Enter your new Password" is displayed. Below this, there are two input fields: "New Password:" and "Confirm Password:". Both fields contain a series of dots, indicating masked text. A red arrow points to a green button labeled "Set New Password" located below the input fields. At the bottom of the window, there is a link that says "Click Here for the latest MetaFarms Release Notes."

Log in with your username and new password.



The screenshot shows the same "Login" window. The text "Your password has been changed." and "Please use new password when logging in." is displayed. Below this, there are two input fields: "Login" and "Password". The "Login" field contains the text "jdoe123". The "Password" field contains a series of dots. A red arrow points to a button labeled "Login" located below the input fields. To the right of the "Password" field, there is a red asterisk followed by the text "\*New Password". Below the input fields, there are three buttons: "Login", "Change Password", and "Forgot Password".

If the Forgot Password feature is not available to you, please call Support.