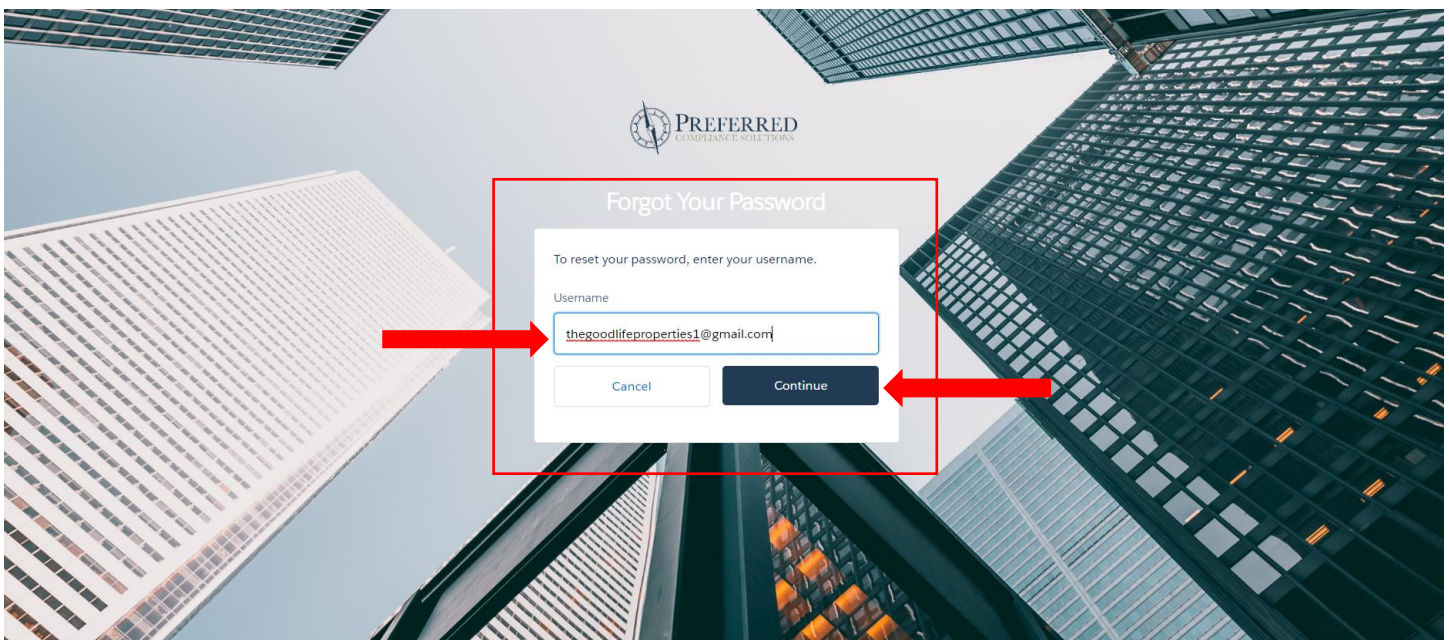
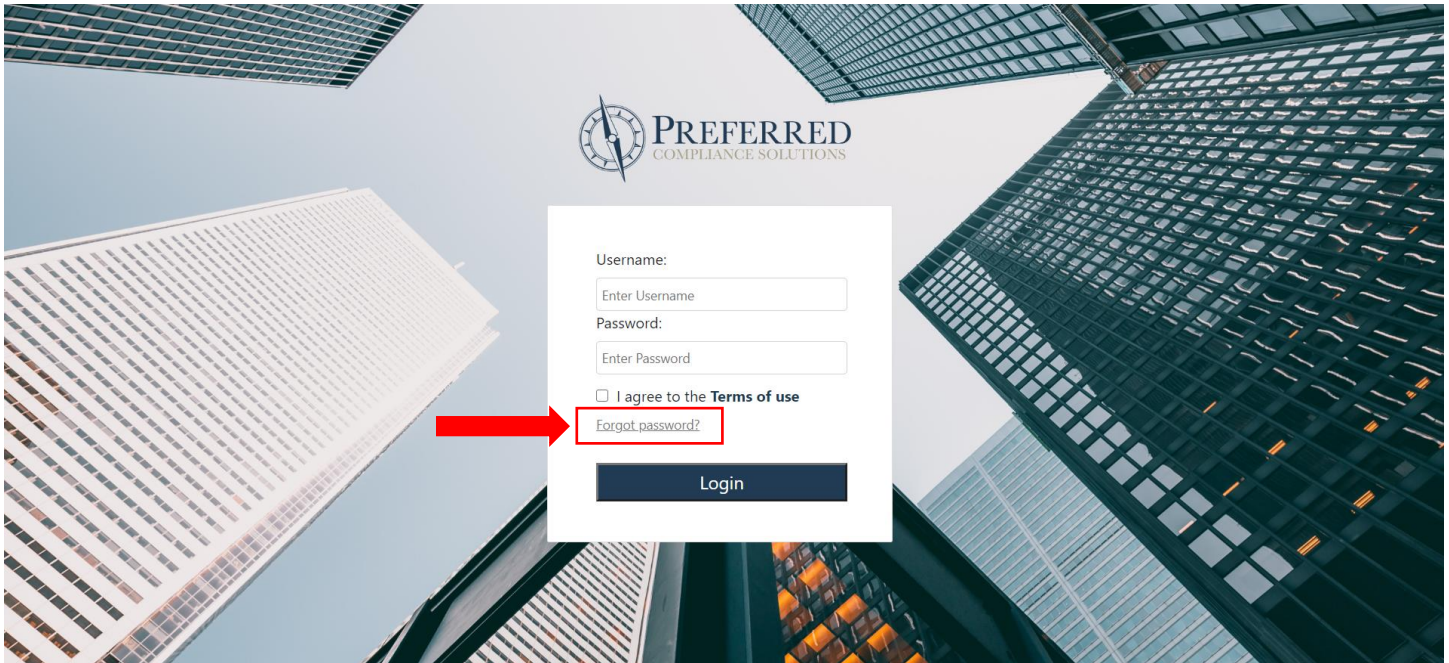


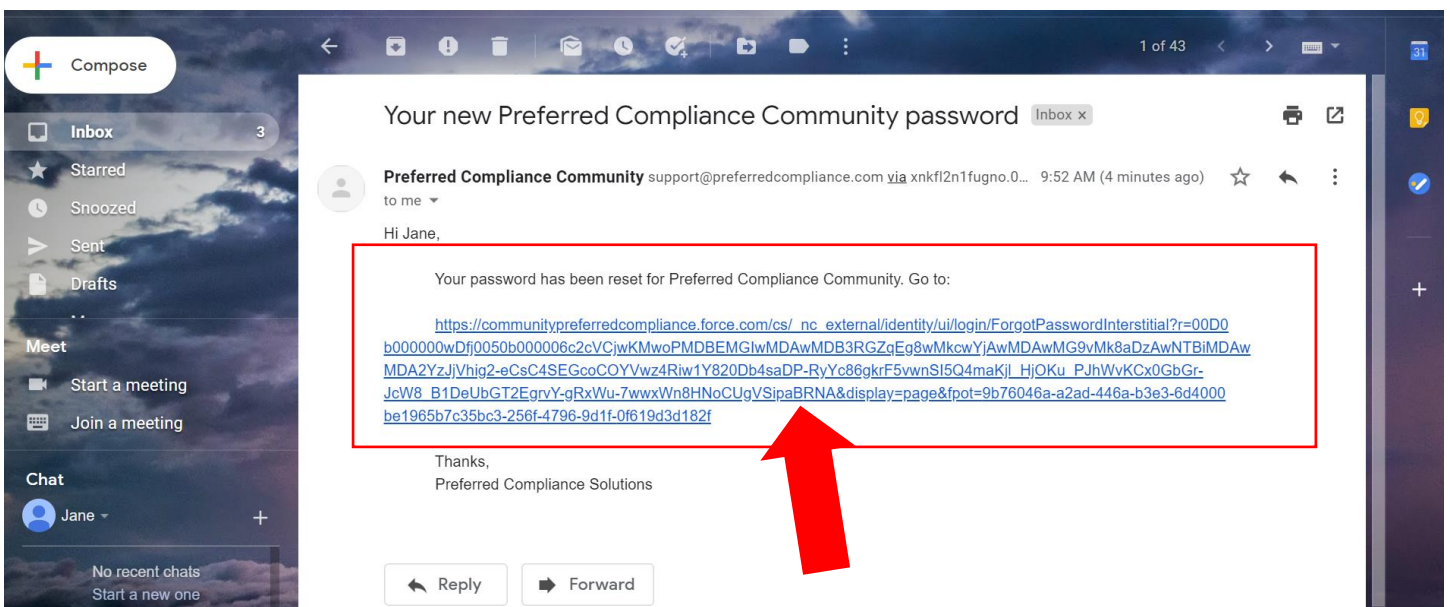
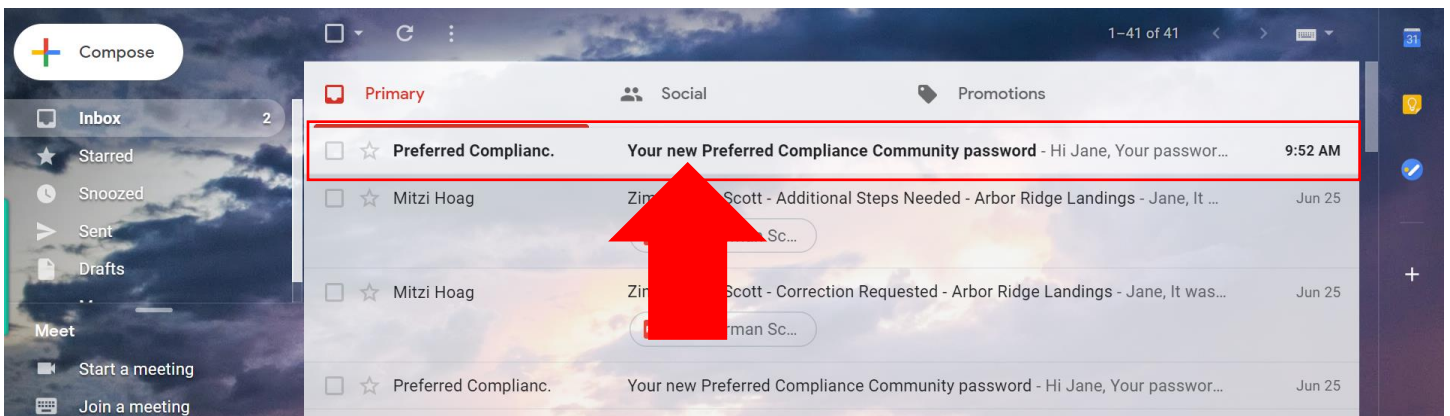
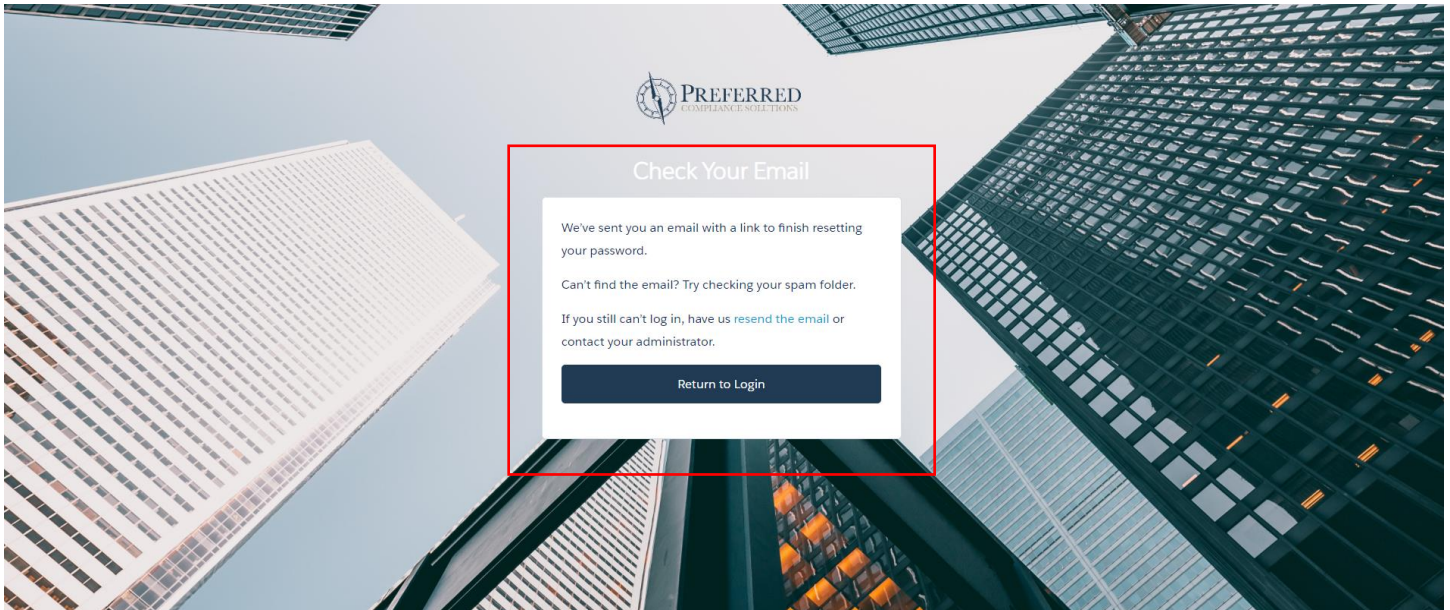


NextGen efile Access – How To Change Your Password

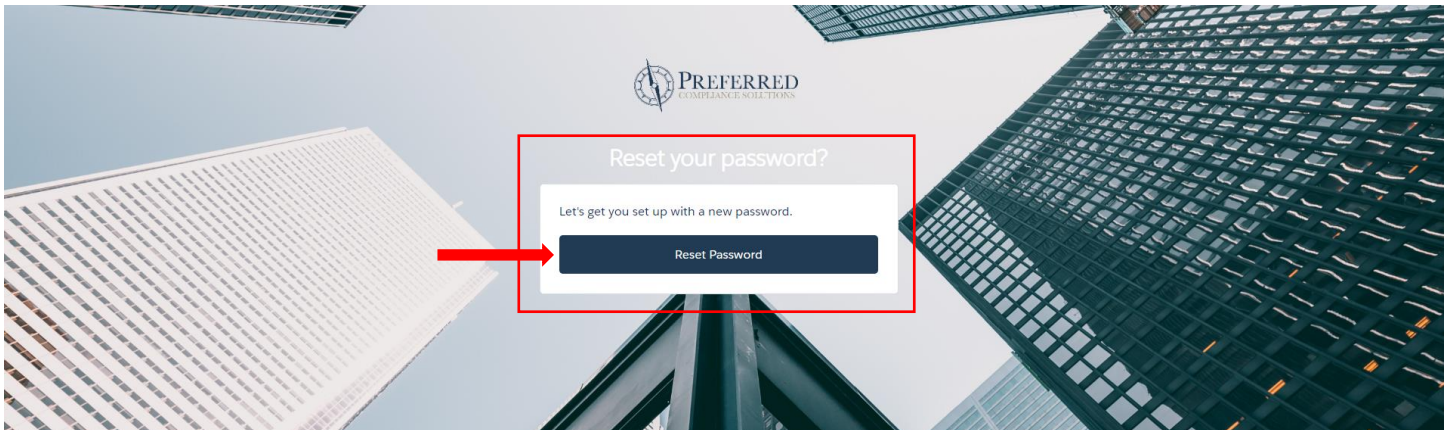
STEP 1: Starting on the login page, click on "Forgot Password?" When prompted, enter your Username, and click the "Continue" button.



STEP 2: A message will appear prompting you to check your e-mail. Open a new tab, login to your e-mail and locate the e-mail from Preferred Compliance Community. Be sure to check your spam folder if the e-mail is not in your inbox. Open the e-mail and click the link located inside.



STEP 3: The e-mail link will re-direct you back to the Preferred website. Click the "Reset Password" button.



STEP 4: In the "New Password" box, enter the new desired password. Make sure to include at least 8 characters, 1 letter and 1 number. Confirm the password by re-entering it in the "Confirm New Password" box. Then, click the change password button. You will be re-directed to the login page where you can now login with the new password.

