

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.

| PREFERRED | 100 100 100 | |
|-----------------------------|-------------------|--|
| COMPLIANCE SOLUTIONS | | |
| | | |
| Username: | | |
| Enter Username | | |
| Password: | | |
| Enter Password | | |
| I agree to the Terms of use | | |
| Forgot password? | | |
| | | |
| Login | | |
| | | |
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| PREFERRED | |
|--|--|
| Forgot Your Password | |
| To reset your password, enter your username. | |
| thegoodlifeproperties1@gmail.com | |
| Cancel | |
| | |
| | |
| | |

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.

| COMPLANCE SOLUTIONS | |
|---|--|
| Change Your Password | |
| Enter a new password for thegoodlifeproperties1@gmail.com. Make sure to include at least: 8 characters 1 letter 1 number | |
| * New Password | |
| * Confirm New Password | |
| Match | |
| Change Password Password was last changed on 6/29/2020 10:15 AM. | |
| Username: thegoodlifeproperties1@gmail.com Password: | |