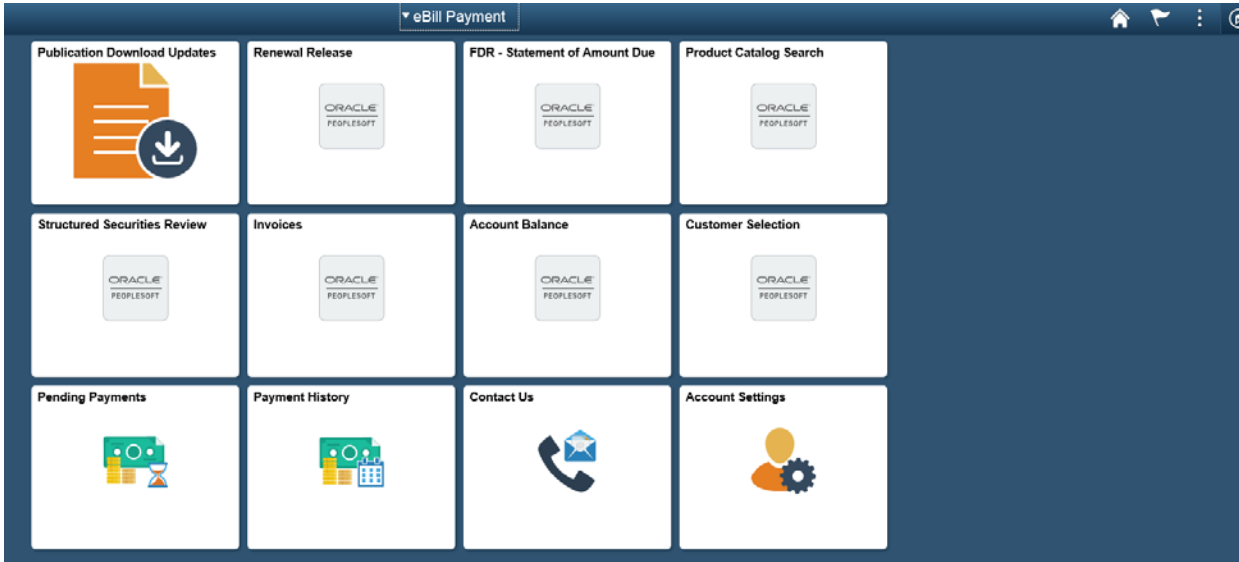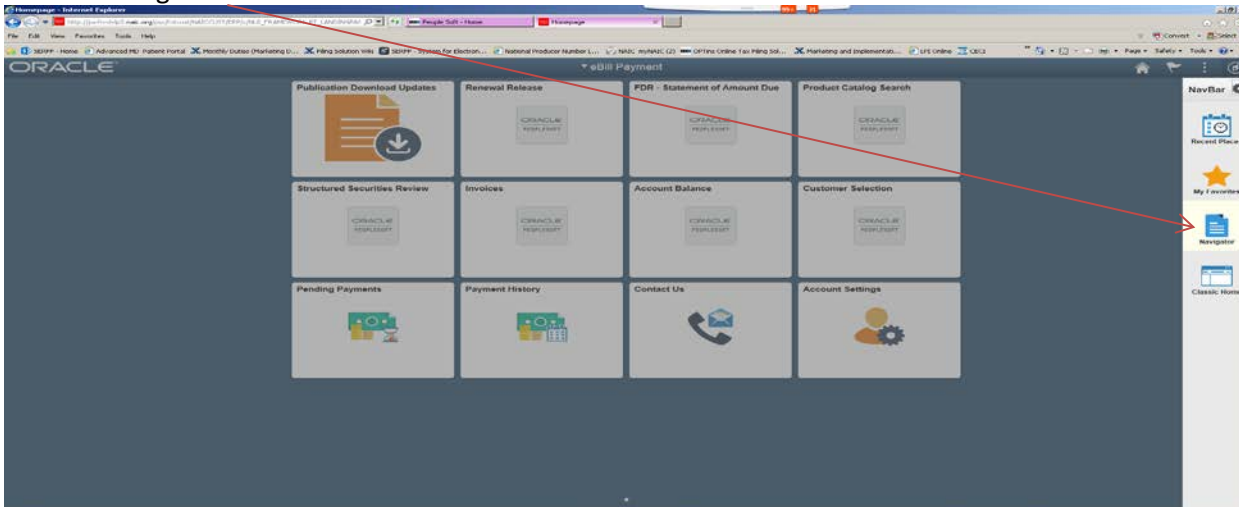# Account Manager- Set up Forgotten Password Question/Answer
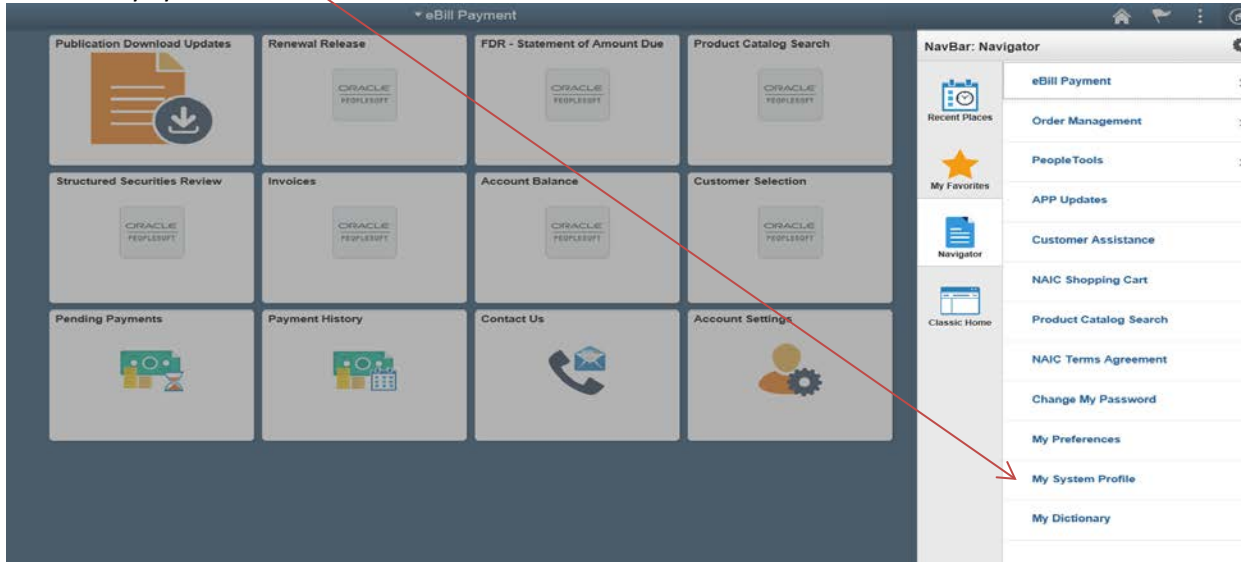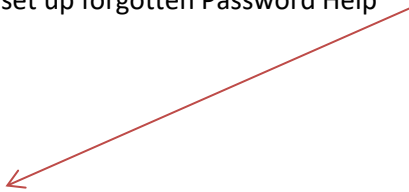
Passwords are reset every 90 days.

Home screen

Click on the compass Icon in the upper right corner

Click on Navigator

Click on My system Profile

Click on Change or set up forgotten Password Help

General Profile Information

Jones,Brian

Password

Change password

Change or set up forgotten password help

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is   English

Currency Code

Default Mobile Page

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date   (example:12/31/2000)

To Date   (example:12/31/2000)

Workflow Attributes

☑ Email User   ☑ Worklist User

Miscellaneous User Links

Email			Personalize	Find			First ◄ 1 of 1 ► Last
Primary Email Account	Email Type	Email Address	
☑	Business	brian.jones@fsco.gov.on.ca	+ −

IM Information				Personalize	Find			First ◄ 1 of 1 ► Last
Protocol	XMPP Domain	UserID	Password	
XMPP				+ −

Save

Select your question and enter the answer and click OK

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

Question   What is the name of the company

Select from the list of questions.

Response   NAIC

OK   Cancel

Click Save

General Profile Information

Jones,Brian

Password

Change password

Change or set up forgotten password help

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and   English
email is

Currency Code [   ] 🔍

Default Mobile Page [   ] 🔍

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID [   ] 🔍

From Date [   ] 📅   (example:12/31/2000)

To Date [   ] 📅   (example:12/31/2000)

Workflow Attributes

☑ Email User   ☑ Worklist User

Miscellaneous User Links

Email		Personalize	Find	🔍	🔲 First ◀ 1 of 1 ▶ Last		
Primary Email Account	Email Type	Email Address		
☑	Business ▼	brian.jones@fsco.gov.on.ca	➕	➖

IM Information		Personalize	Find	🔍	🔲 First ◀ 1 of 1 ▶ Last		
Protocol	XMPP Domain	UserID	Password	
XMPP	[ ] 🔍	[ ]	[ ]	➕ ➖

🔖 Save