

## **Password Reset Instructions (Sponsor)**

**Username (Sponsor ID):**

**Primary Email Address:**

1. Go to [MCLE Board Sign In Page](#).
2. Click *"Forgot Password?"*
3. Enter the above email address in the field.
4. Click *"Send Reset Password."*
5. An email will be sent with a time sensitive link to reset the password.
6. Follow the link in the email and reset your password.
7. Go to the [MCLE Board Sign In Page](#) and login.

**Helpful Tips:**

- If password autofill function or application is used, check that the password is updated in that application to prevent further sign in complications.
- Sign out of all other WSBA or MCLE Board accounts before attempting to sign into a new account. It is best to not use autofill when you have multiple accounts, as most of these systems are not designed for multiple accounts on the same website.