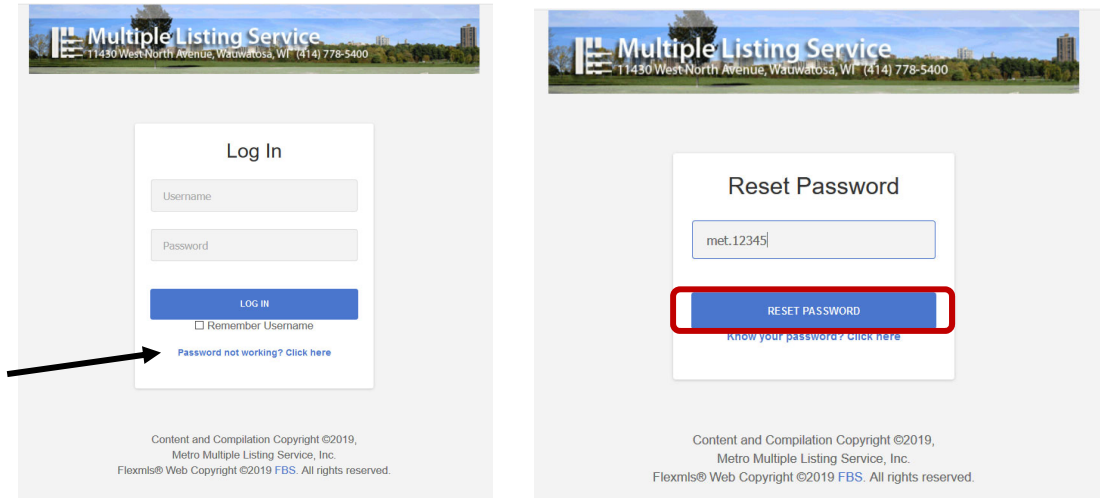


# How to Reset your Password

If you have forgotten your password or need to reset your password for security reasons, you can click on the **'Password not working? Click here'** link located on the log in screen, and a temporary password will be e-mailed to the primary e-mail address you have set up in your FlexMLS profile.



Once you receive the emailed temporary password, return to the log in screen. Enter your username and temporary password in the appropriate fields and click the **Log In** button. This will route you to the 'Change Password' screen. In the 'Current Password' field (the first field), enter the temporary password that was sent to you. In the 'New Password' field (the second field), enter a password you create; this must be a minimum of 6 characters that includes at least one letter **and** one number. In the 'Retype Password' field (the third field), retype the password that you entered in the second field to confirm. Click the **Update Password** button to continue on to FlexMLS.

As always, you can always contact the Metro MLS office during business hours to reset your password, if you wish.

