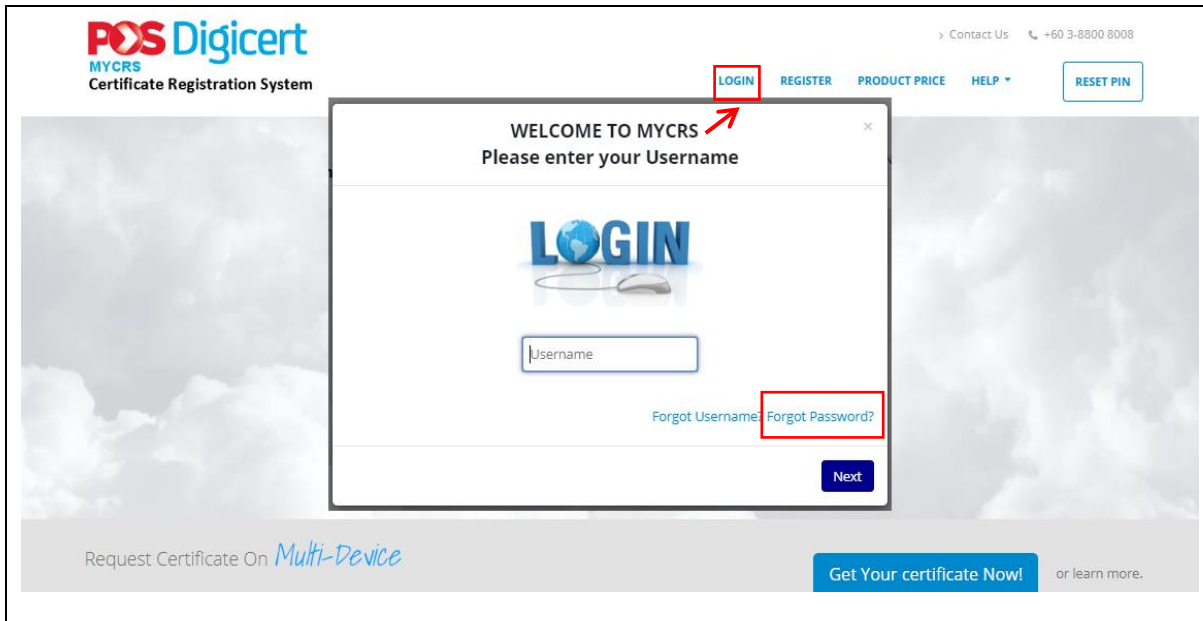
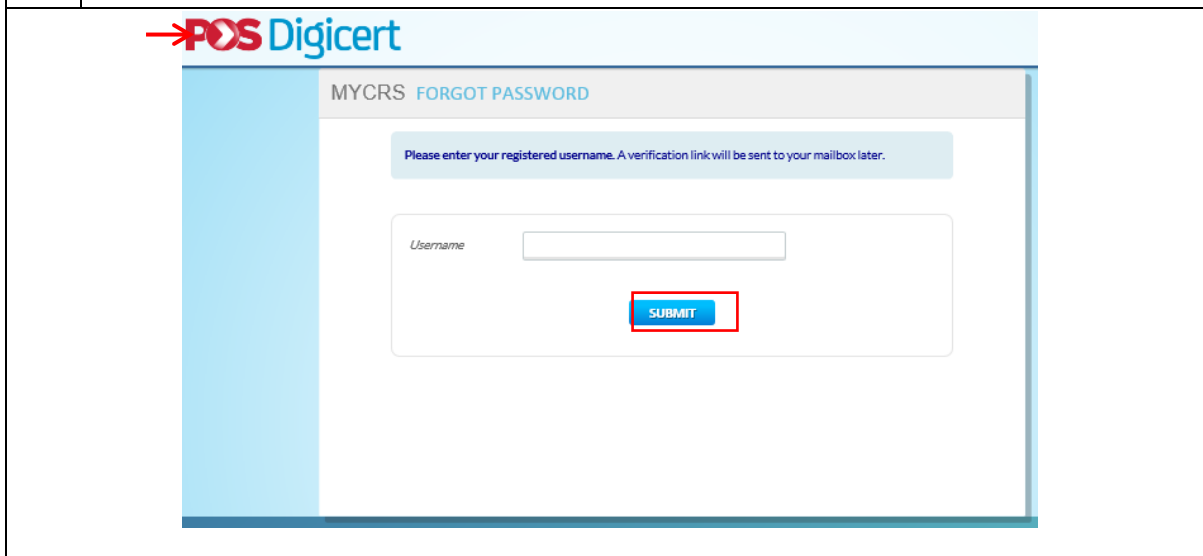


Forgot Password

This section will guide you on how to request “Forgot Password?” from MYCRS.

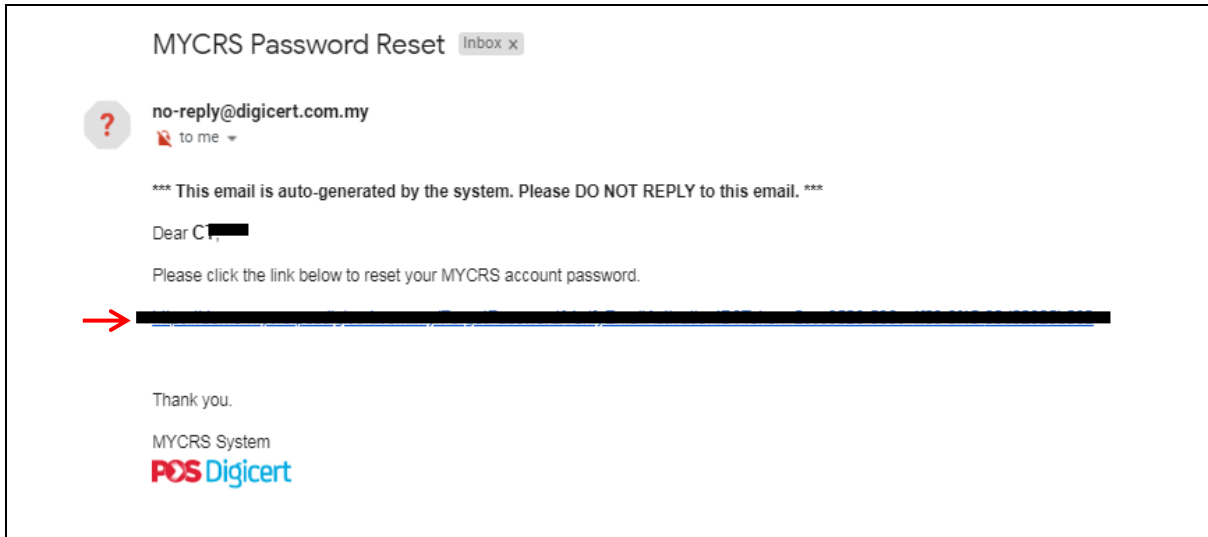


1. At MYCRS page, click on **LOGIN** menu and you will be directed to MYCRS login page.. Then, click on **Forgot Password?** link.

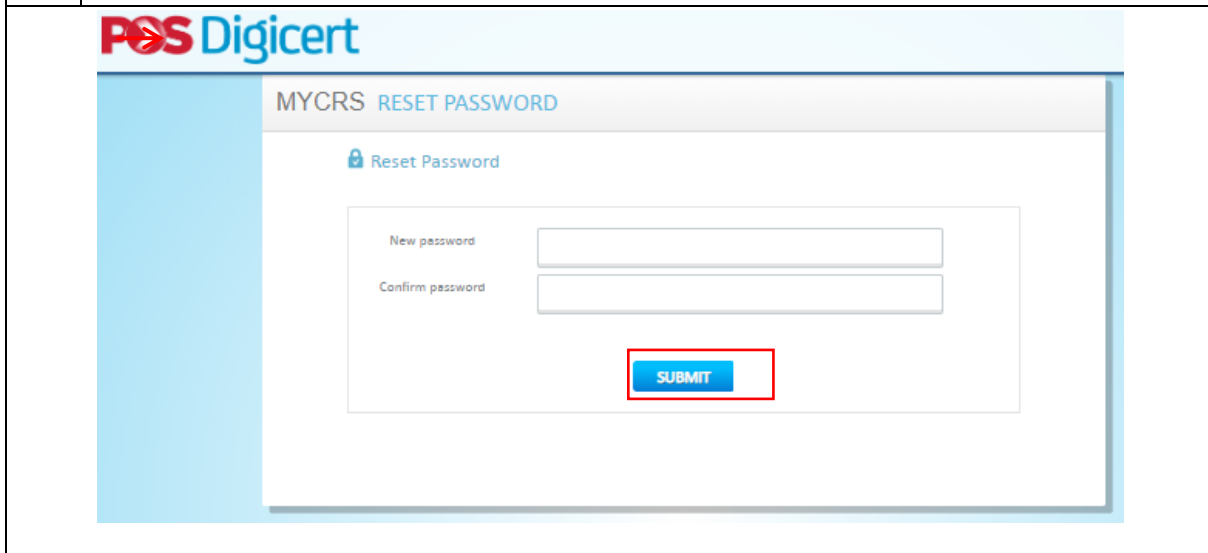


2. Fill in the information accordingly and click on **SUBMIT** button. MYCRS will display message “Reset Password link has been sent to registered email successfully. Kindly check your mailbox” . Click on **OK** button.

To return to MYCRS page, click on **POS Digicert** icon.



3. MYCRS will send “MYCRS Password Reset” email notification to your registered email address. Open the email and click on the URL link to reset your password.



4. Fill in the information accordingly and click on **SUBMIT** button. MYCRS will display message “Confirm to reset your password?” and click on **CONFIRM** button.

Then, MYCRS will display message “Password successfully updated” . Click on **OK** button. Then, you may login to MYCRS using your new password.