Reset Password

To reset your password, complete the following steps:

1. From the Fiscal Service Single Sign On page, click **Forgot your Password?** The Self-Service Account/Password Reset page appears as shown in Figure 1.

   **Figure 1. Single Sign on Page (Forgot Your Password? Link)**

   ![Single Sign on Page (Forgot Your Password? Link)](image1)

2. Enter your **User ID** and click **Submit** as shown in Figure 2. A **Confirmation** page appears stating that an email was sent to the email address associated with the User ID.

   **Figure 2. Self-Service Account/Password Reset**

   ![Self-Service Account/Password Reset](image2)

3. Click **Close Browser**.

   **Application Tip**

   You will receive an email (Resetting your Forgotten Password) to your official email address with further instructions on how to complete the Self-Service Account/Password Reset process.

4. Check your email. You will receive the email link to reset your password. Copy and paste the entire link (including the equal sign “=” into your web browser. The **Answer Challenge/Responses Questions Provide Responses** page appears.
5. Enter your responses for the challenge questions and click **Reset My Password**. The **Answer Challenge/Response Questions – Change Password** page appears.

6. Enter your **New Password**, **Confirm New Password** and click **Change My Password**. The **Challenge/Response Questions – Completed** page appears.

7. Click **Close Browser**.