PTAC External – Reset of Password

Effective Nov 15, 2017 at approximately 0730 external stakeholders will be able to reset their own password by completing the following steps on the PTAC website.

1) Enter User Name
2) Select “Forgot your password?”

![Login form]

3) Enter the email associated with the PTAC account
4) Select “Submit”

![Forgot password form]

5) An auto-generated email will be sent with instructions on resetting your password
6) Open the email and select “Click here to reset your password” link

![Reset password form]

7) Enter a new password
8) Select “Reset Password”

9) The user will be advised once the password has been reset.

10) Follow the instructions to log in