

HOW TO CASHet: INITIAL LOGIN / PASSWORD RESET

THESE ARE THE INSTRUCTIONS FOR BOTH YOUR INITIAL LOGIN SET UP AND FOR WHAT TO DO IF YOU FORGET YOUR PASSWORD. ALTHOUGH THE WORD "RESET" IS USED THROUGHOUT, FOLLOW THIS PROCESS FOR YOUR INITIAL LOGIN SET UP.

FOR SECURITY PURPOSES, YOU HAVE FIVE LOGIN ATTEMPTS WITHIN TWO MINUTES OF YOUR FIRST ATTEMPT TO LOGIN. IF, WITHIN TWO MINUTES, YOU MAKE FIVE "BAD" ATTEMPTS YOU WILL BE LOCKED OUT FOR THIRTY MINUTES BEFORE YOU ARE ALLOWED ANOTHER TRY.

TO ACCESS THE CASHet PORTAL (INITIAL LOGIN SETUP / PASSWORD RESET):

You will receive a text from (818) 485-4923 containing a six-digit number.

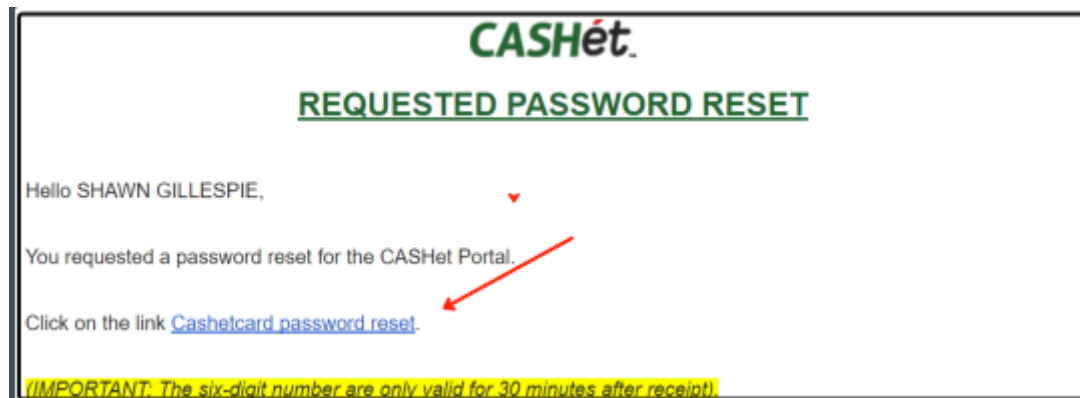
Example of text: "CashetCard password reset token for acct [XX###]: 111111"

NOTE: *The six digit token is only valid for 30 minutes.*

Login to your email, and open the email from reports@cashet.com.

Click the link in the body of the email [Cashetcard password reset](#).

(Remember, although it says "reset" this is the process for your initial setup as well.)



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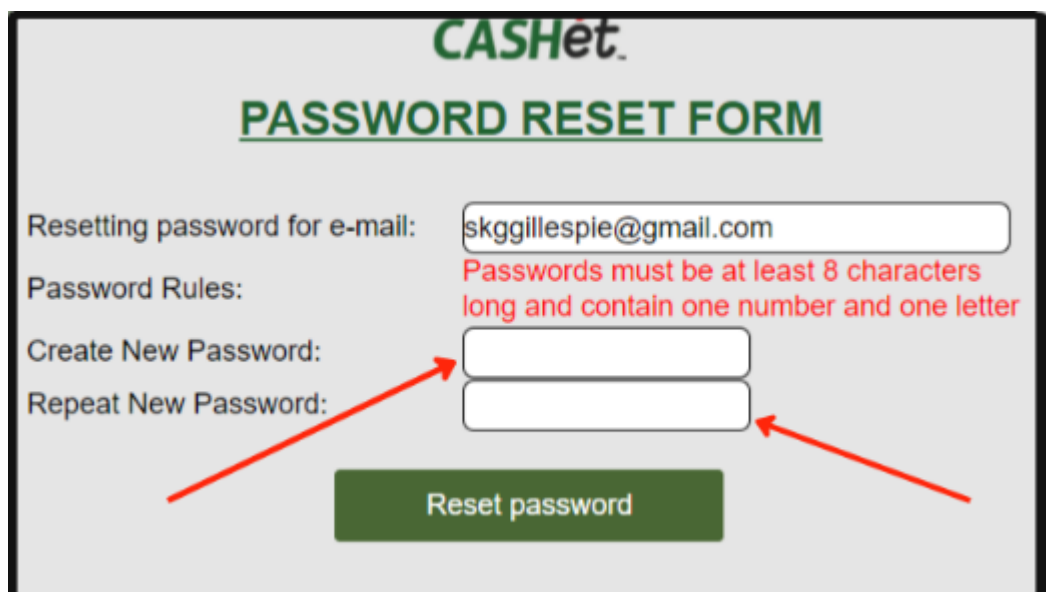
Enter into the "6 Digit Number from Text:" field the number (token) received in the text from (818) 485-4923. Click the green button "Validate Number."



The screenshot shows the CASHet Password Reset Form. At the top, it says "CASHet." and "PASSWORD RESET FORM". Below that, there are two input fields: "Resetting password for e-mail:" with the value "skggillespie@gmail.com" and "6 Digit Number from Text:" which is currently empty. A red arrow points from the "6 Digit Number from Text:" label to the empty input field. Below the input fields is a green button labeled "Validate Number".

Enter a password of your choice.
(The password must be at least 8 characters and contain one number and one letter.)

Re-enter your password for confirmation.

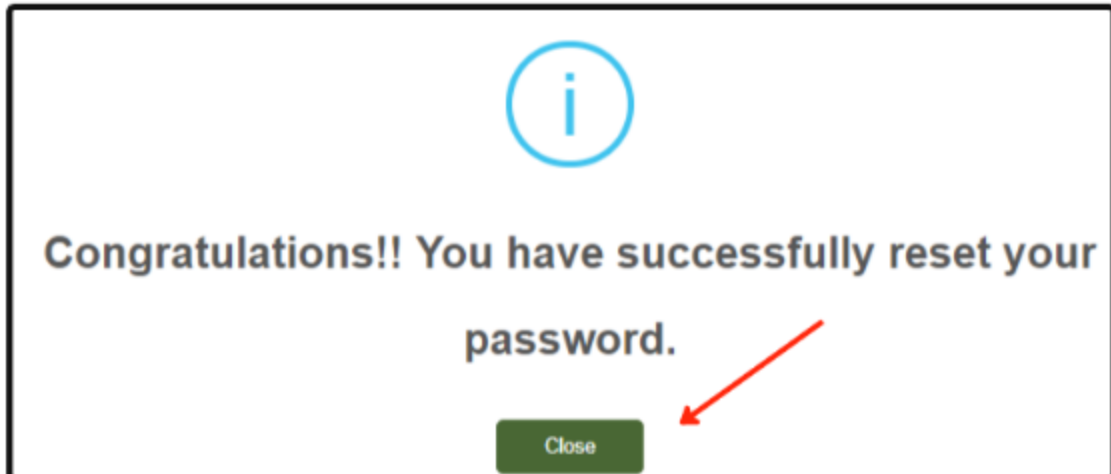


The screenshot shows the CASHet Password Reset Form. At the top, it says "CASHet." and "PASSWORD RESET FORM". Below that, there are three input fields: "Resetting password for e-mail:" with the value "skggillespie@gmail.com", "Password Rules:" with the text "Passwords must be at least 8 characters long and contain one number and one letter" in red, "Create New Password:" with an empty input field, and "Repeat New Password:" with an empty input field. A red arrow points from the "Create New Password:" label to the first empty input field, and another red arrow points from the "Repeat New Password:" label to the second empty input field. Below the input fields is a green button labeled "Reset password".

Click the green "Reset Password" button.

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Upon successfully entering your login and creating a password and clicking the "Reset Password" button, you will see the Congratulations Window:



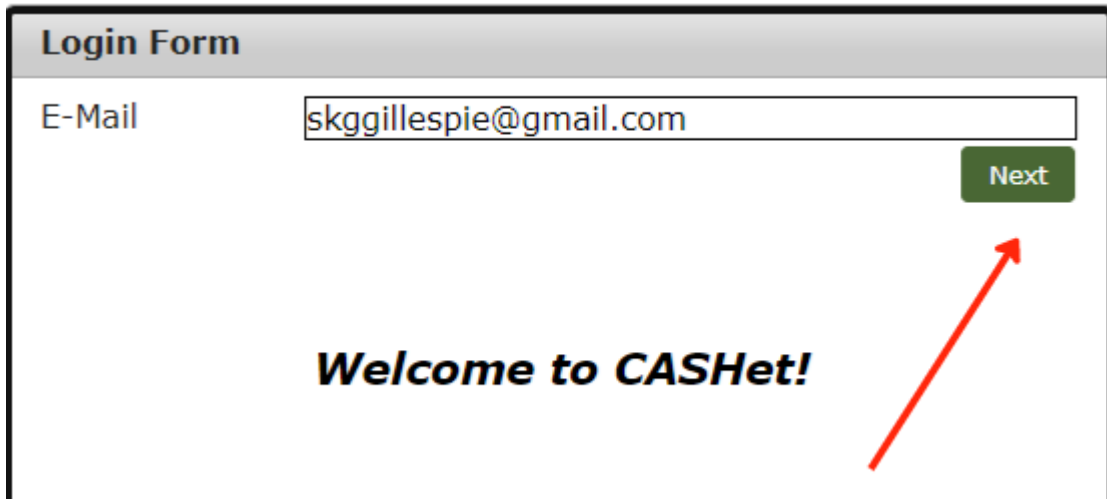
Click the green box "Close." You will be taken to the CASHet home screen:
accounts.cashet.com.

LOGIN TO CASHET WITH YOUR E-MAIL ADDRESS AND NEWLY CREATED PASSWORD!

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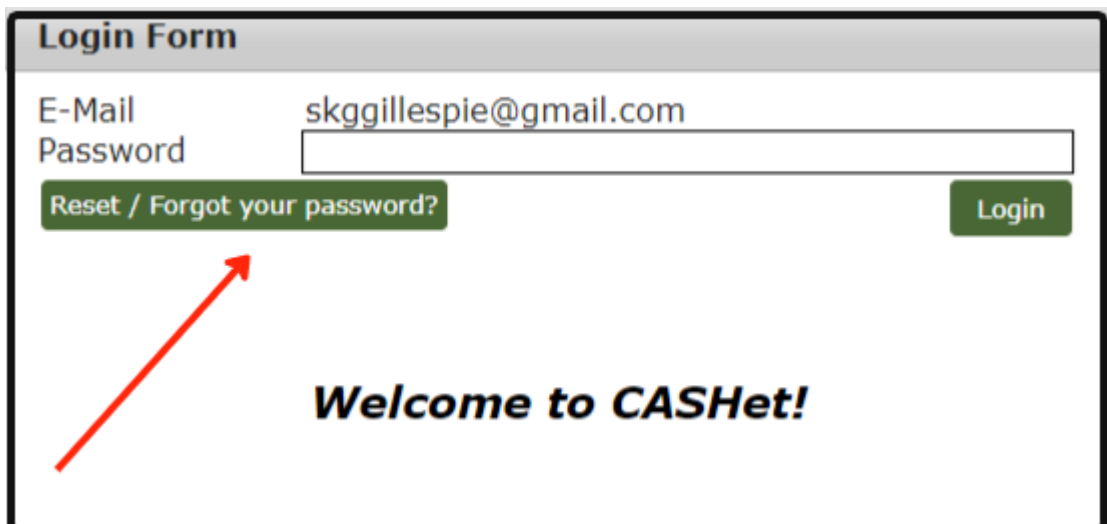
If you missed the 30 minute window and your six-digit token has expired, or you forgot your password, **restart the process by going to accounts.cashet.com**

Enter your email address and click "Next".



The screenshot shows a web browser window titled "Login Form". It contains an "E-Mail" label and a text input field with the email address "skggillespie@gmail.com". To the right of the input field is a green button labeled "Next". Below the input field, the text "Welcome to CASHet!" is displayed in a bold, italicized font. A red arrow points from the bottom right towards the "Next" button.

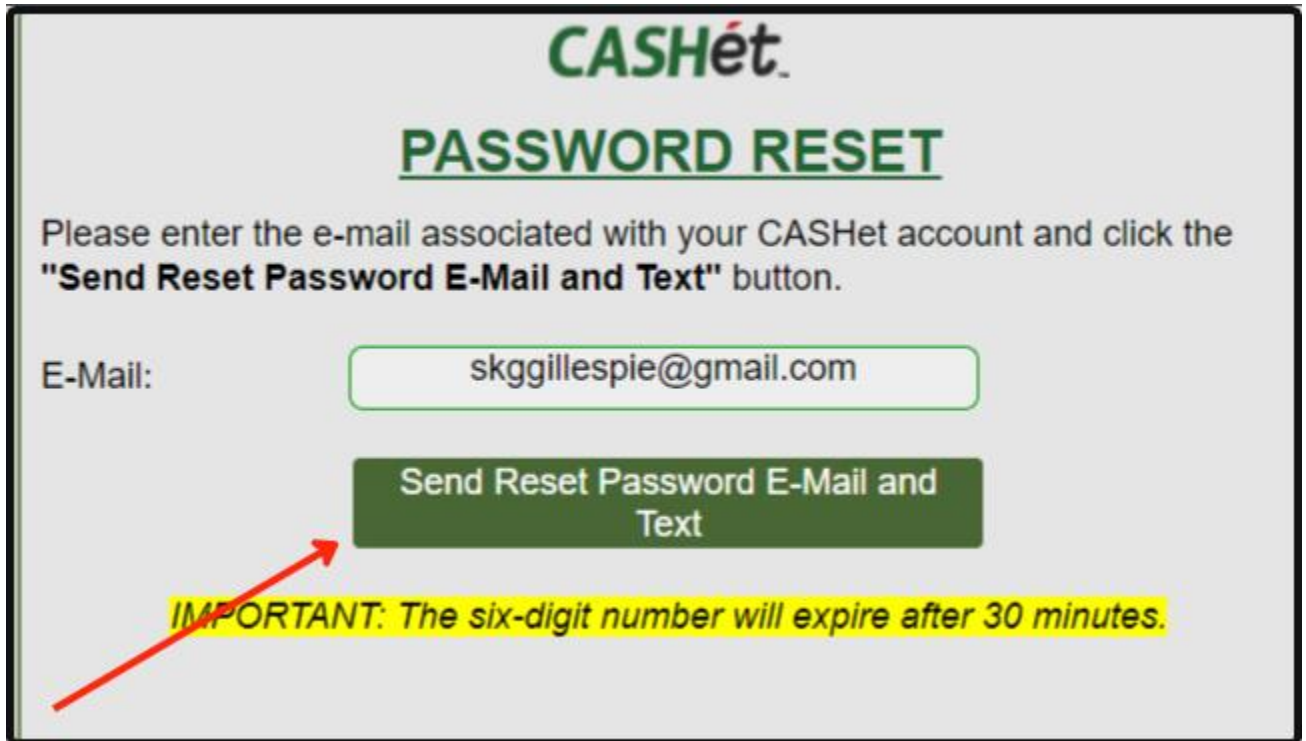
Click on the green box "Reset/Forgot your password?".



The screenshot shows the same "Login Form" window. The "E-Mail" field contains "skggillespie@gmail.com" and the "Password" field is empty. Below the password field is a green button labeled "Reset / Forgot your password?". To the right of this button is another green button labeled "Login". The text "Welcome to CASHet!" is centered below the input fields. A red arrow points from the bottom left towards the "Reset / Forgot your password?" button.

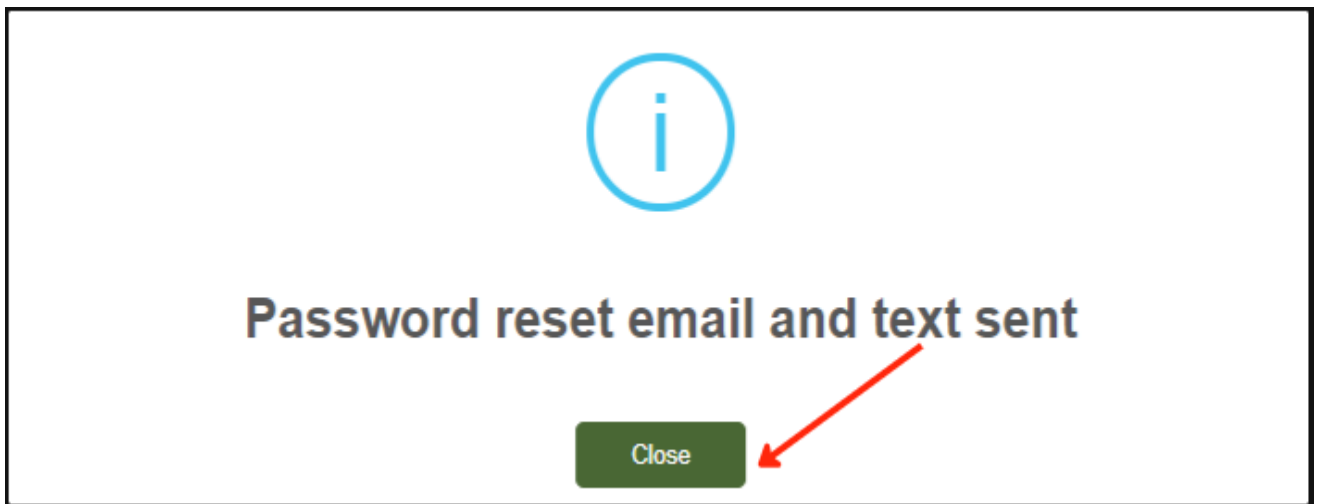
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Click the green box "Send Reset Password E-Mail and Text".



The screenshot shows the CASHet Password Reset interface. At the top, the CASHet logo is displayed in green. Below it, the text "PASSWORD RESET" is centered in green. A message reads: "Please enter the e-mail associated with your CASHet account and click the 'Send Reset Password E-Mail and Text' button." Below this, the label "E-Mail:" is followed by a text input field containing "skggillespie@gmail.com". A green button labeled "Send Reset Password E-Mail and Text" is positioned below the input field. A red arrow points from the bottom left towards this button. At the bottom of the form, a yellow highlighted box contains the text: "IMPORTANT: The six-digit number will expire after 30 minutes."

Click the green box "Close"



HOW TO CASHet: INITIAL LOGIN / PASSWORD RESET

The below message will appear.

CASHet.

PASSWORD RESET

Congratulations! an e-mail and a text message have been SENT!!

Instructions:

You will receive an e-mail from **reports@cashetcard.com** and a text from **(818) 485-4923** containing a six digit number.

Log into the e-mail account that you provided to your Accounting Department.

Click on the link **Cashetcard password reset** in the body of the e-mail.

Enter into the "**6 Digit Number from Text**" field the six-digit number received in the text from **(818) 485-4923**.
Hit Enter.

Enter a password of your choice. (The password must be at least 8 characters and contain one number and one letter).

Re-enter your password.

Following these steps you will successfully reset your password.

Repeat the setup process outlined in this "How To CASHet" handout.