## **Retrieving a Forgotten Password**

Your username is the email address you provided during registration in the format of <u>username@domain.com</u>. If you have forgotten this information, please contact your local <u>Licensing & Registration Service</u> <u>Center</u>, where a representative will assist you with accessing your account. You can also email <u>customerservice.dnr@maryland.gov</u>, please be sure to provide your full name and date of birth.

- 1. Click the Forgot Password link from the COMPASS home page.
- 2. Enter the email address of which you receive COMPASS confirmations.
- 3. An email will be sent to you prompting you to change your password.

Username:	YourEmail@domain.com
	For customers this is your email address
Password:	
	Forgot Passwor

An email has been sent to YourEmail@domain.com. Please click on the change password Link to setup a new password.

If you do not receive the confirmation message within a few minutes, please check your Junk E-mail / Spam folder. If this message was in fact flagged as spam please be certain to mark as "Not Spam" so that future messages from COMPASS will get through.

- Navigate to your inbox and select the Compass email. (Be sure to check your junk mail if you do not see it)
- Enter your username, And create new login password.

Passwords are required to contain at least 1 special character (such as I, @, #, &, \*)

User Name: YoueEmail@Domain.com

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Create Password

Passwords are required to be a minimum of 8 characters in length
Passwords are required to contain at least one number

· Passwords cannot be the same as any of the previous 10 passwords

New Password:

Confirm Password:

DNR COMPASS: Forgot Password > Inbox ×		
customerservice.dnr@maryland.gov <u>via</u> sendgrid.net to me <del>▼</del>		
To complete resetting your password please click <u>change password</u>		
Reply Forward		
<b>Note:</b> Be sure your new passwords meets the minimum security criteria.		