



## RESET PASSWORD GUIDE

Updated 7/31/2023, S. Hall

There are two ways to reset your password.

1. If you are NOT logged-in:
  - a. Click "Login" link on the right end of the Main Menu, this will display the Login page:

The screenshot shows the Momentum Energy Insights login interface. At the top, there is a dark blue navigation bar with the Mi logo on the left and the links 'Home', 'Search', 'Map', and 'Help' on the right. Below this is a dark grey main content area. The heading 'Log In' is prominently displayed. Underneath, there are two white input fields: one for 'Email' and one for 'Password', each with a small colorful icon on the right. Below the password field is a checkbox labeled 'Remember me?' which is currently checked. A blue 'Log In' button is positioned below the checkbox. A green 'Forgot password' link is highlighted with a yellow-green background. At the bottom of the form area, there is a link for 'Resend Confirmation Email'.



- b. Click “Forgot password” to display this form:

Home Search Map Help

## Forgot your password?

We will send an email so you can reset your password.


Email

Send Email


- c. Enter the email for your existing user account then click “Send Email”. If you don’t have an account contact Support for assistance.
- d. If the entry matches an existing user an email message is sent similar to this:

HERE.'"/>

**Reset Password**

 **MEI Support** <support@momentumei.com>  
12:31 PM

To: snhall00@gmail.com

  
**MOMENTUM**  
ENERGY INSIGHTS

Reset your password [HERE](#).



- e. Click the “HERE” link to open your browser to the “Create Password” page:

**Create Password**

Please create a new password for:

snhall00@yahoo.com

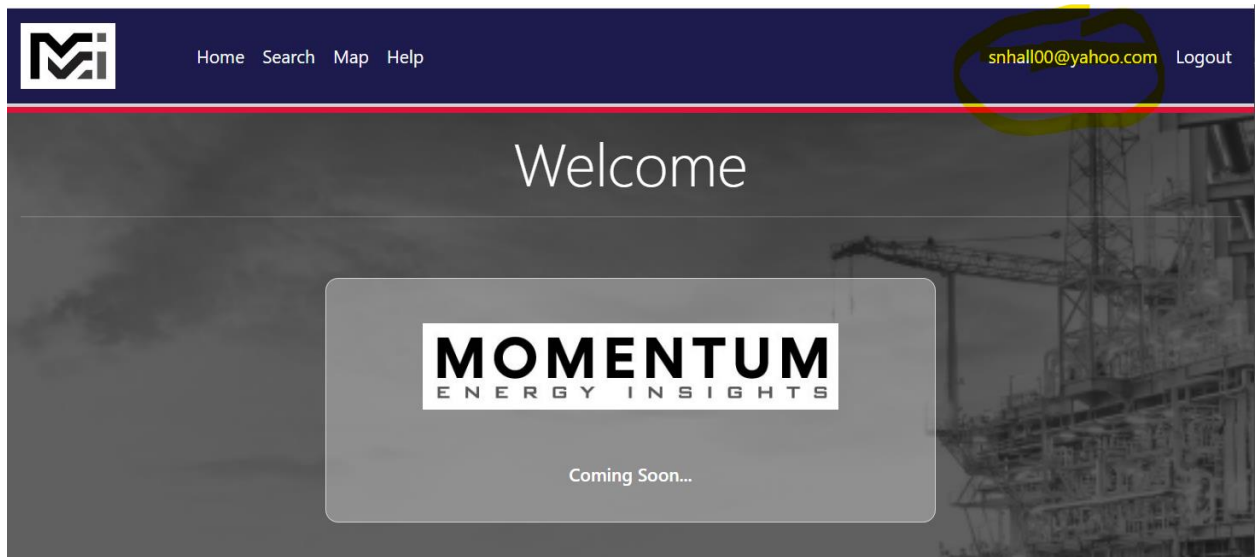
*Minimum of 8 characters including at least one: uppercase, lowercase, number, and symbol.*

Password

RepeatPassword

Save

- f. Enter a new password following the rules listed, then enter it again in the Repeat Password box then click “Save”.
- g. If successful, you will return to the Home page as logged-in:





2. If you ARE logged-in:
  - a. Click your login name on the right end of the Main Menu, this will display the Manage Profile page:

**Manage Profile**

**Account Actions**

- [Change Password](#)
- [Confirm Phone +15039102948](#)

**Settings for snhall00@yahoo.com**

Is Trader

Start Page

Home

**Subscriptions**

New Capital Event	<input type="checkbox"/> Email	<input type="checkbox"/> Text	Capital Event Changed	<input type="checkbox"/> Email	<input type="checkbox"/> Text
New Maintenance Event	<input type="checkbox"/> Email	<input type="checkbox"/> Text	Maintenance Event Changed	<input type="checkbox"/> Email	<input type="checkbox"/> Text
New Planned TAR Event	<input type="checkbox"/> Email	<input type="checkbox"/> Text	Planned TAR Event Changed	<input type="checkbox"/> Email	<input type="checkbox"/> Text
New Plant	<input type="checkbox"/> Email	<input type="checkbox"/> Text	Plant Changed	<input type="checkbox"/> Email	<input type="checkbox"/> Text
New Unit	<input type="checkbox"/> Email	<input type="checkbox"/> Text	Unit Changed	<input type="checkbox"/> Email	<input type="checkbox"/> Text
New Unplanned TAR Event	<input type="checkbox"/> Email	<input type="checkbox"/> Text	Unplanned TAR Event Changed	<input type="checkbox"/> Email	<input type="checkbox"/> Text
			Plant Retired	<input type="checkbox"/> Email	<input type="checkbox"/> Text
			Unit Retired	<input type="checkbox"/> Email	<input type="checkbox"/> Text

[Save](#)

- b. Click “Change Password” to display the Create Password form the same as the process described above beginning with [Step e](#).