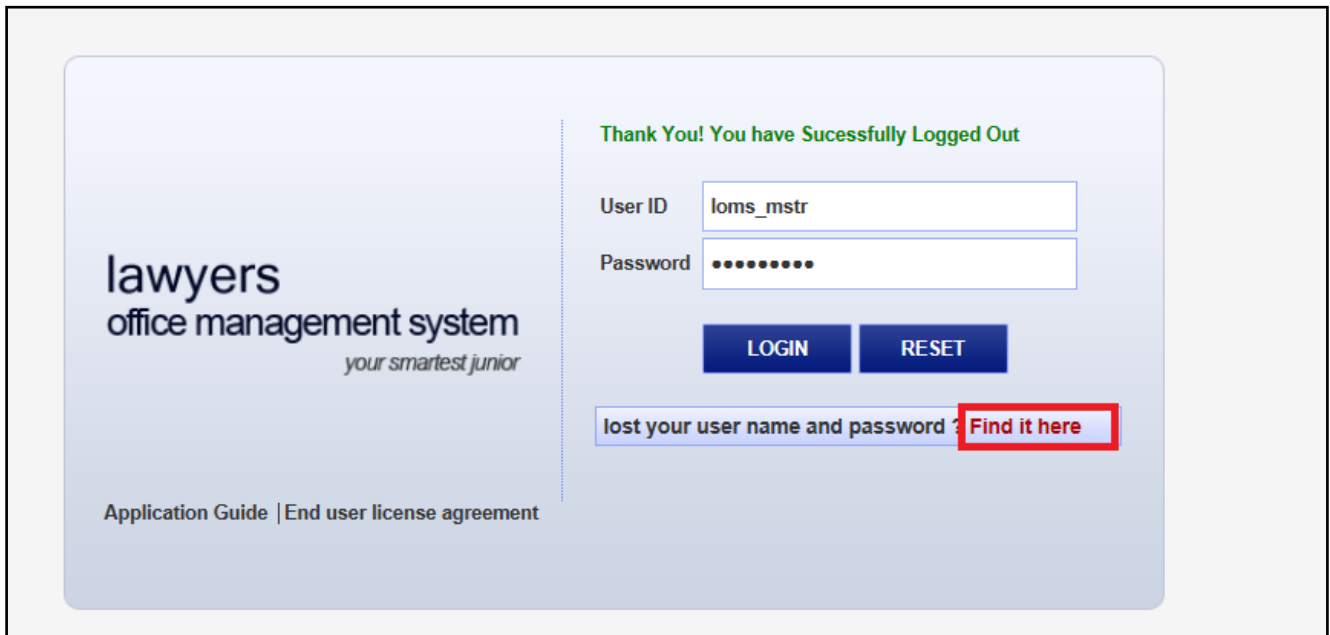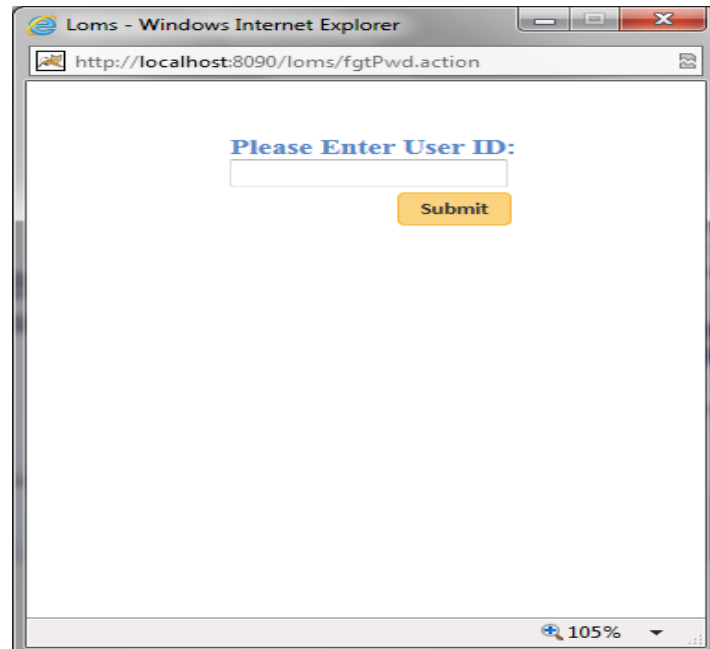## 3.1 Forgot Password

Step 1: If a user has forgot his / her application password. Please click on the link "***Lost your username and password? Find it here***"
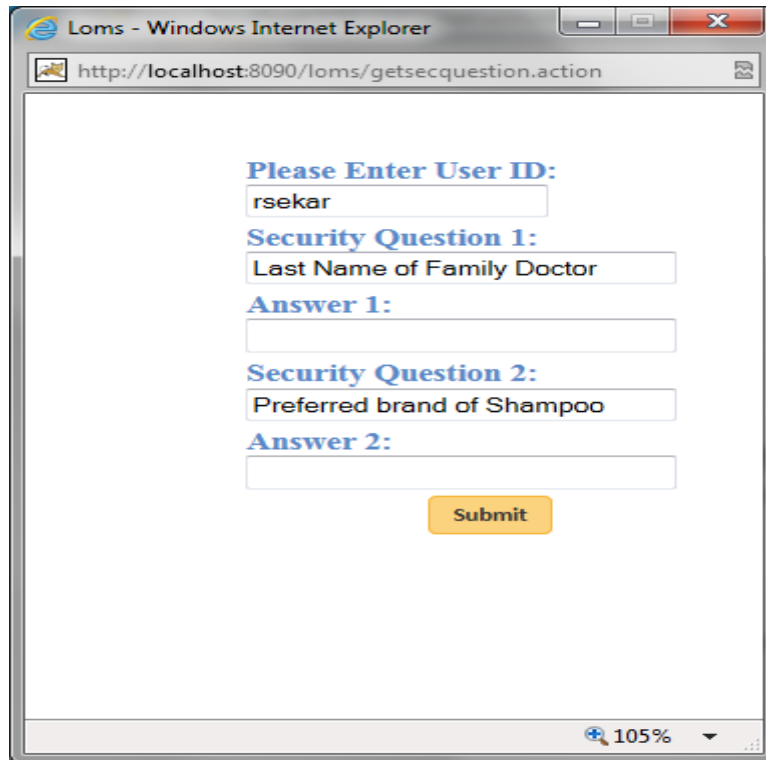

Step 2: A pop up window will come up asking for the User ID. Please enter your username and click on the SUBMIT button.

Step 3: The application will load the security questions you would have set at the time of creating the user and ask for the security answers. Please enter the correct answers and click on SUBMIT button.
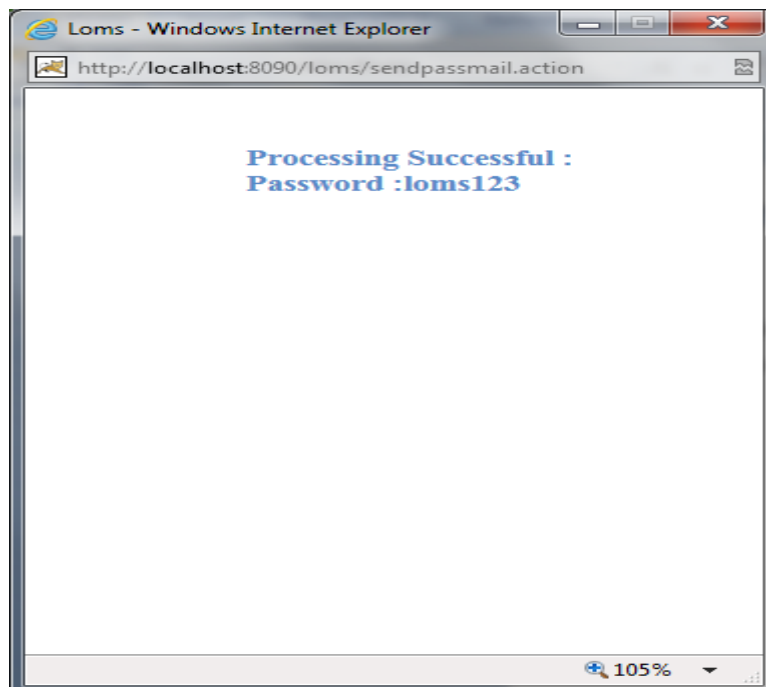

Step 4: Enter valid answers for those questions and click enter. An email will be sent to the registered email id and also it will be displayed in the screen as shown below,