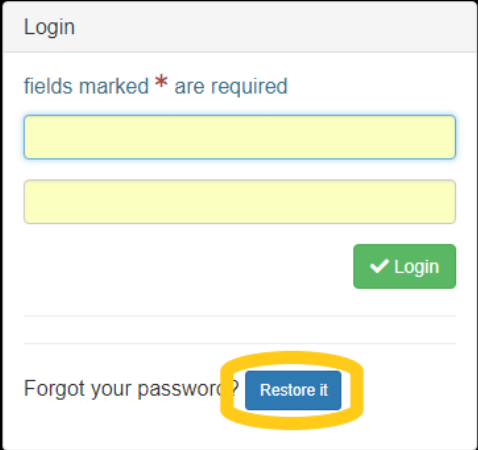


Baledout Web Portal Instructions

Logging In

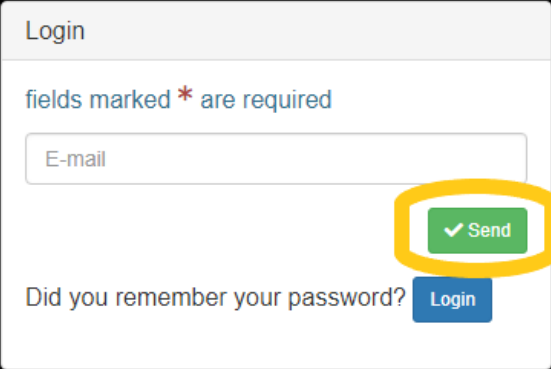
The first time you access the new Portal you will need to set a password

You will a login screen

A screenshot of a web portal login form. The form has a title "Login" and a note "fields marked * are required". It contains two empty input fields for username and password. Below the password field is a green "Login" button with a checkmark icon. At the bottom, there is a link "Forgot your password?" and a blue "Restore it" button, which is highlighted with a yellow circle.

Click the blue “Restore It” button at the bottom of the form

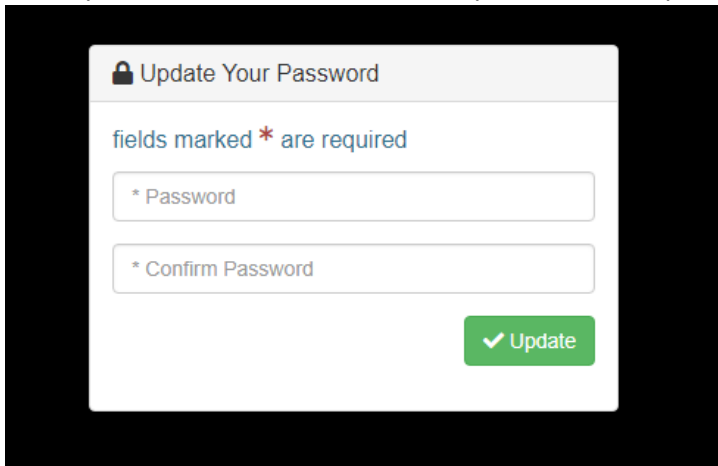
This will bring up the Password Reset form

A screenshot of a web portal password reset form. The form has a title "Login" and a note "fields marked * are required". It contains a single input field labeled "E-mail". Below the input field is a green "Send" button with a checkmark icon, which is highlighted with a yellow circle. At the bottom, there is a link "Did you remember your password?" and a blue "Login" button.

Fill in your email address and click the green “Send” button.

If your email is in the system you will receive an email with a link to click for resetting your password. The link is a timed link and will expire after 24 hours. You can always click to receive a new link after this time.

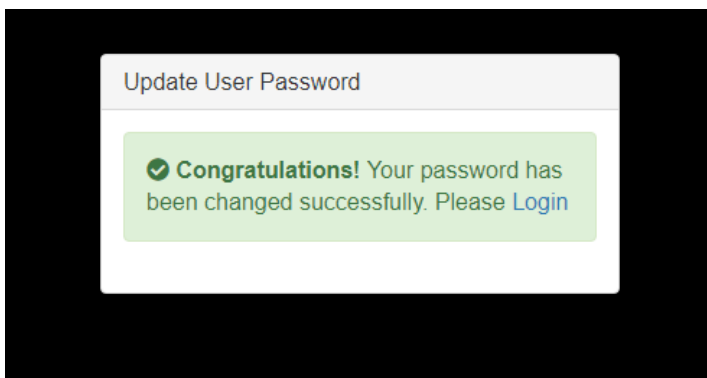
When you click on the link in the email you will see the password update form

A screenshot of a web form titled "Update Your Password" with a lock icon. Below the title, it says "fields marked * are required". There are two input fields: "* Password" and "* Confirm Password". At the bottom right is a green button with a checkmark and the text "Update".

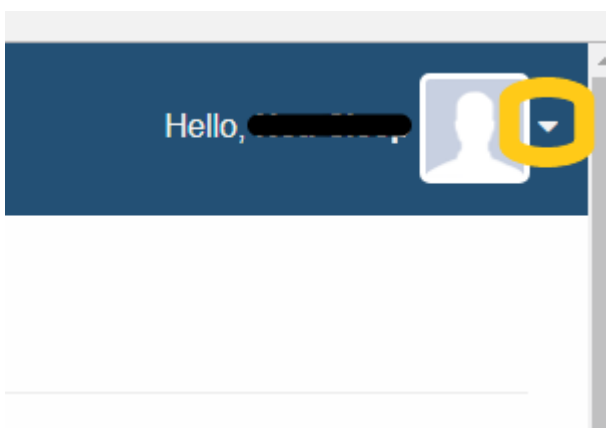
You can choose your own password, but please try and use a complex one (involving at least 2 of uppercase letters, lowercase letters, numbers and symbols and a minimum of 8 characters long)

Retype to confirm your password and click the green “update” button.

If you are successful, you will see the success message and will be able to click on the link to use your new password to log in



Once logged in, you can update your profile – change name, password and icon – by clicking the down arrow next to the user icon at the top right of the screen



The logout link is in this menu too.