# HOW TO:
# RETRIEVE A PASSWORD OR USER NAME FOR YOUR NEDIC LISTING

1. Click the "Login" button. You will find the "Login" button at the very bottom of every page on www.nedic.ca.



2. Under the title "User Account," you will be able to select "Request new password"



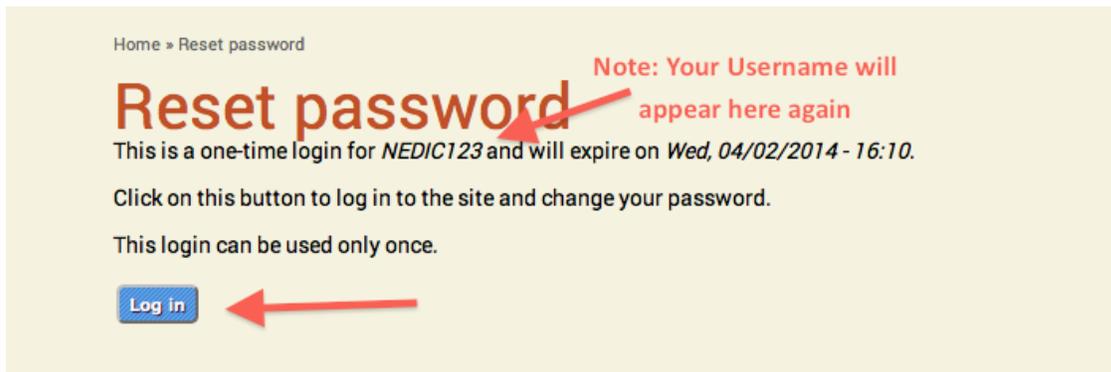3. Enter your email address.

4.  You will then receive an email with a link to a NEDIC webpage.
    Please note that this email will be addressed to your user name. For
    example: if your user name is NEDIC123, the email will be
    addressed to NEDIC123.
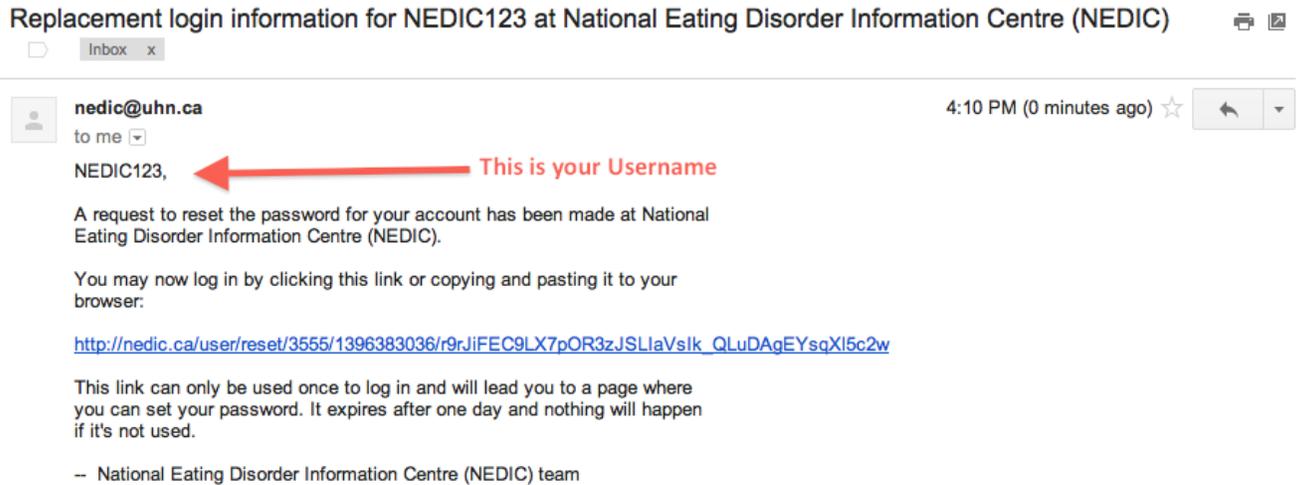


5.  After you have clicked on the link, you will be brought to a screen
    that says: **"Reset Password."** Click the blue Log In button.

6. This will bring you to a page that will allow you to set your password to whatever you would like it to be.



7. Don't forget to click the blue "Save" button at the very bottom of the page to save your new password.



8. Once you have saved your changes, you can click "Log Out" at the very bottom of the page.