## **Reset Password**

To reset your password, complete the following steps:

1. From the *Fiscal Service Single Sign On* page, click **Forgot your Password?** The *Self-Service Account/Password Reset* page appears as shown in **Figure 1**.

Figure 1. Single Sign on Page (Forgot Your Password? Link)

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Log in to: https://www.otchet.for.fiscal.treasury.go	WOLCHERVIEWSITIOTHE ATOMI
Select an authentication method and	enter your credentials
Log In using your Fiscal Service ID:	
SSO User ID and Password >	To log in using your Fecal Service Single Sign On User ID and Password. By logging in with your FIV. SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the <u>Bules of Behavior</u>
	User ID:
SecurID Token	Password
	Log In Reset
PKI Certificate	Forest voor Veerland Forest voor Peerlands
WARNING M WARNING M WARNING P WARNING P	u lave accessed a U.S. Overnment information system, which includes (1) this computer (2) this network, (2) all compares connected to this network, and (4) all devices and storage media statistication to the network or a compare rate to inscrib. U.S. Comment information system is are provided for the processing of field U.S. Government information system is a constrained to the network, but to describe the processing of field U.S. Government information system is a provided for the processing of field U.S. Government information system is a constrained on U.S. Government information is and the processing of field U.S. Government information system is a constrained on U.S. Government information is a set of the processing of field U.S. Government information is network (scale state). The processing of field U.S. Government information is a set of the processing of field U.S. Government information is a set of the processing of field U.S. Government information system is constrained on U.S. Government information is a set of the processing of field U.S. Government information system is constrained to the set of the set of the processing of field U.S. Government information is a set of the processing of field U.S. Government information system is constrained by the processing of field U.S. Government information system is used to the processing of field U.S. Government information system is used by the processing of field U.S. Government information system is used of the processing of field U.S. Government information system is used of the processing of field U.S. Government information system is used of the processing of field U.S. Government information system is used of the processing of field U.S. Government information system is used of the processing of field U.S. Government information syste
NOTE T	Nis system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling requirements as dictated by law, mandate or government agency.
	Accessibility   <u>Contacts</u>   <u>Privacy Policy</u>   <u>Rules of Behavior</u> U. S. Department of the Treasury - Bureau of the Fiscal Service

2. Enter your **User ID** and click **Submit** as shown in **Figure 2**. A *Confirmation* page appears stating that an email was sent to the email address associated with the User ID.



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Self-Service Account/Password Reset	
Answer Challenge/Response Questions - Enter User ID	
In order to re-activate your account and reset your password, you will need to provide the responses to the Challenge/Response Questions you set up when you first accessed your account. To begin, please enter your User ID then click Submit in order to receive an email with further instructions. You may click Cancel if you do not wish to continue. User ID:	
Accessibility   Contacts   Physicy Policy U. S. Department of the Treasury - Bureau of the Tiscal Service	

3. Click Close Browser.



## **Application Tip**

You will receive an email (Resetting your Forgotten Password) to your official email address with further instructions on how to complete the Self-Service Account/Password Reset process.

4. Check your email. You will receive the email link to reset your password. Copy and paste the entire link (including the equal sign "=") into your web browser. The *Answer Challenge/Responses Questions Provide Responses* page appears.



## **Application Tips**

- The reset password web link you receive is unique.
- The email is generated by an automated notification system. The link expires 24 hours after creation, after which the process needs to be reinitiated.
- 5. Enter your responses for the challenge questions and click **Reset My Password**. The *Answer Challenge/Response Questions Change Password* page appears.



## **Application Tip**

Three invalid attempts to answer your challenge questions results in your account being locked. If your account is locked, call Customer Support at 866-945-7920 or DSN 510-428-6824, Options 1, 2, 4 to re-activate your account.

- 6. Enter your **New Password**, **Confirm New Password** and click **Change My Password**. The *Challenge/Response Questions Completed* page appears.
- 7. Click Close Browser.