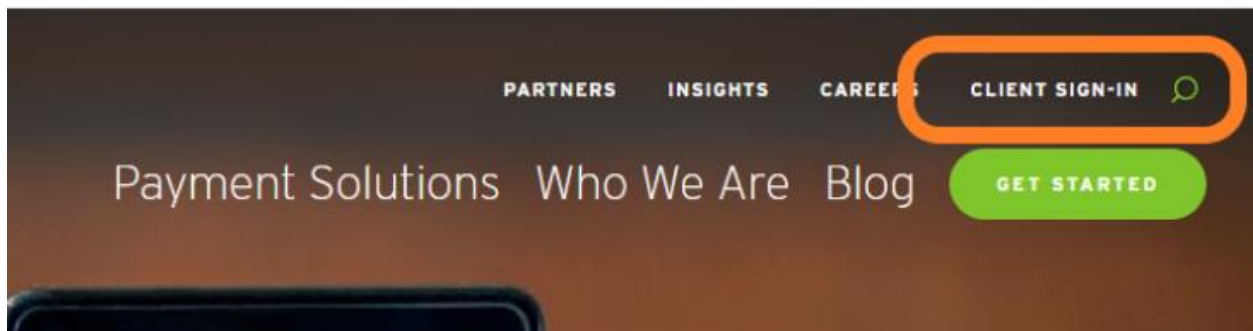


From a computer at your place of work access an internet browser and go to [Clearent.com](https://Clearent.com) and sign in.



If you know your log in and password, you can skip the password reset and go forward to your home screen.

If you don't know your password

Choose the reset your password link

A screenshot of the 'COMPASS SIGN IN' form. The form has a green header with the text 'COMPASS SIGN IN'. Below the header, there are two input fields: 'USERNAME' and 'PASSWORD'. The 'USERNAME' field contains the text 'My user Id from the email instructions |'. Below the 'USERNAME' field is a blue link that says 'Forgot your Username?'. Below the 'PASSWORD' field is a blue link that says 'Forgot your Password?'. This link is highlighted with an orange rounded rectangle. At the bottom of the form is a blue button that says 'Sign In To Compass'. An orange arrow points from the top right towards the 'Forgot your Password?' link.

Your username came in an email to you, If you don't know your user name, you can call Clearent support at 866 435 0666. You may want to have a recent statement available to get your companies MID

## RESET YOUR COMPASS PASSWORD

Enter your Username below to proceed. We'll email you a one-time passcode that will allow you to reset your password.

Username

Continue



## RESET YOUR COMPASS PASSWORD



A one-time passcode has been emailed to:  
THE EMAIL ON FILE FOR YOU

Please enter your one-time passcode below. If you haven't received your one-time passcode yet, please wait 20-30 seconds and check again.

**Username**

THE USER NAME YOU WERE PROVIDED

**One-Time Passcode**

LOOK FOR YOUR ONE TIME CODE AT THE ABOVE  
EMAIL. IF YOU DONT RECOGNIZE THIS EMAIL CALL  
SUPPORT AT 866 435 0666

**Continue**

**This pass code will arrive from NoReply@clearent.com**

Clearent

**New One-Time Passcode** - For security reasons, we are sending a one-time passcode to the email address listed for your account.

**Make sure you Carefully read the password requirements. An Example of a good password is Myxbr412**

**Don't add special characters . / (**



You have successfully unlocked your password and may reset it.

## RESET YOUR COMPASS PASSWORD

Please enter your new password below.

- Must be at least 7 characters long.
- Must have at least 1 uppercase letter.
- Must have at least 1 lowercase letter.
- Must have at least 1 numeric character.

Username

Your User Id Appears Here

Your New Password

Verify Your New Password

Continue



You have successfully reset your password! Please close this window and sign in.

## RESET YOUR COMPASS PASSWORD

**Go back to Clearent.com and click sign in again.**