

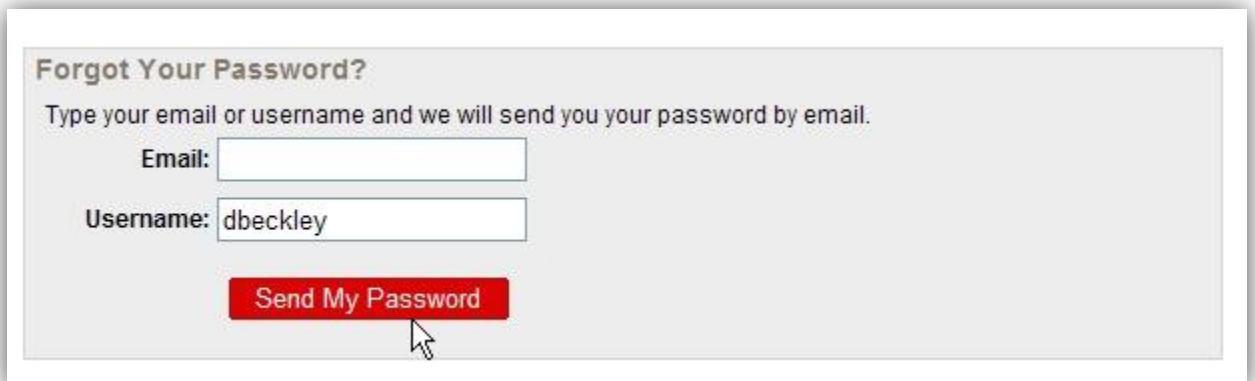
How to: Retrieve/change password

Retrieve your OSBA password

1. Locate the “Members Log in” box on the upper-right side of the homepage.
2. Click the “Forgot Password?” link.



3. Enter your e-mail address or your OSBA username into the areas provided.
4. Click the “Send My Password” button.



5. A link to your password will be sent to the e-mail address provided, or the e-mail address associated with your username provided.
6. If you are still having problems logging in, contact OSBA Member Services at (800) 232-7124 or (614) 487-8585 or send an e-mail to osba@ohioabar.org.

Change your OSBA password

1. Log in to the OSBA Web site. (See **How to: Log in to the OSBA Web site.**)
2. Click the “Help” link in the top-right corner of the member home page.



3. Click the “Reset Password” link on the upper-right side of the FAQ page.



4. Enter your e-mail address and your OSBA username. Enter your *desired* password, which must be at least six characters in length and have at least one numeral; then enter it again to confirm.

A screenshot of the "Reset Password" form. The form has a white background and a dark red header with the text "Reset Password". There are four input fields: "Email:" with the value "dbeckley@ohiohar.org", "Username:" with the value "dbeckley", "Password:" with seven black dots, and "Confirm Password:" with seven black dots. Each input field has an asterisk to its right. At the bottom of the form, there is a red button with the text "Reset Password" and a mouse cursor pointing to it.

5. Click the “Reset Password” button.
6. A confirmation message will be sent to the e-mail address provided.

7. Return to the OSBA Web site and sign in with your new password.
8. If you are still having problems logging in, contact OSBA Member Services at (800) 232-7124 or (614) 487-8585 or send an e-mail to osba@ohioabar.org.