Forgot Password

The Registry requires you to log in to your account with your email address and a secure password. If you forget your password, this guide will help you create a new password.

If you forget your email or aren't sure if you have ever created a Registry Account, please call our office (608) 222-1123 to check if you have an existing account.

STEP 1: Use the Forgot Password tool

Access the Forgot Password tool on The Registry login page:

1. Enter the email address you used to create your Registry account If you are unsure, please contact The Registry.
2. Click **FORGOT PASSWORD?**.

3. Make sure the email listed here is correct.
4. Click on the **SUBMIT** button. You will see a confirmation box appear (see below).
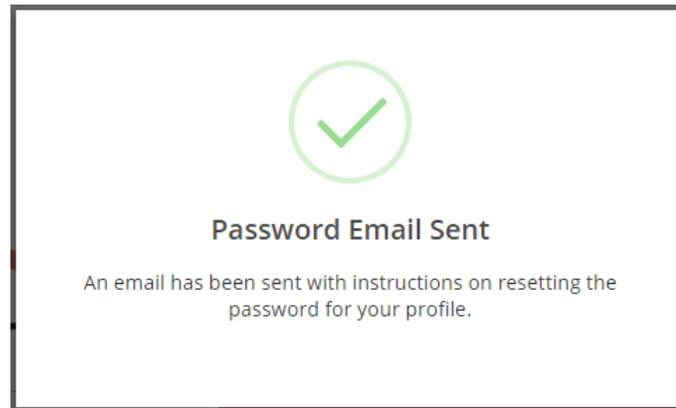
STEP 3: Check Your Email

1. Log in to your email account. Open the email from support@the-registry.org

If you don't see this email in your inbox:

- Check your spam/junk folder.
- Make sure our email address (support@the-registry.org) is not blocked and that you receive emails from this address.
- Contact The Registry for support.
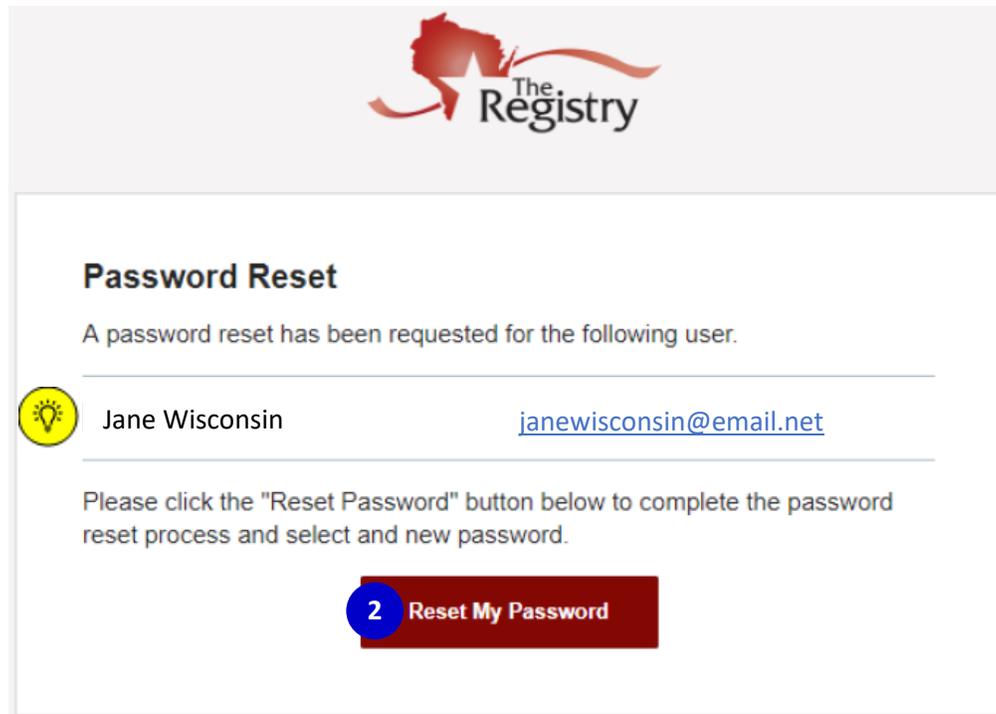
2. Click **RESET MY PASSWORD**

If the name listed in this email is not your own, please call our office to confirm that the email you chose is not already in use by another account.

Reset Password

New Password

(1) | New Password |

Re-enter New Password

(2) | Re-enter New Password |

(3) **Reset Password**

Password Requirements

Valid passwords must consist of the following:

- Minimum of 7 characters
- At least three of the following: uppercase letter, lowercase letter, number, or symbol

ⓘ Special characters such as '&' or '!' are encouraged but not required.

1. Enter a new password.

   *Be sure to review the listed **Password Requirements** to make a strong password. Please note your password is case-sensitive.*

2. Re-type your new password.

3. Click **RESET PASSWORD**. You will see a confirmation box appear (see below).

✓

Success

Password has been reset. Please log in.

STEP 6: Log In

Email Address

1
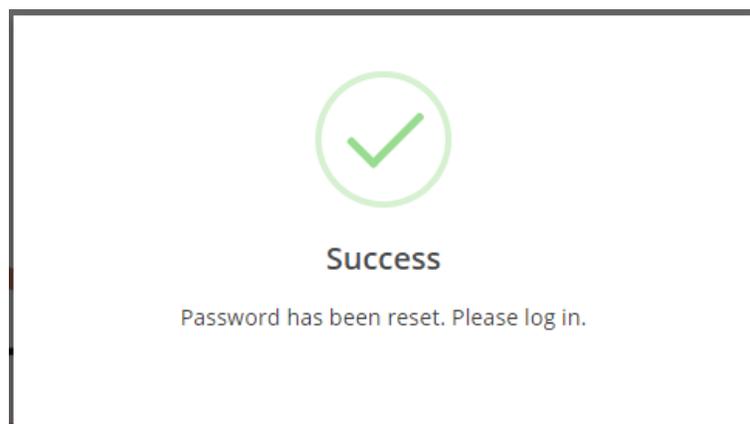
Password

☐ Remember me

2 ➜] Login

Forgot Password?   ➕ Create Account

1. Enter your email address and password.
2. Click **LOGIN**.