



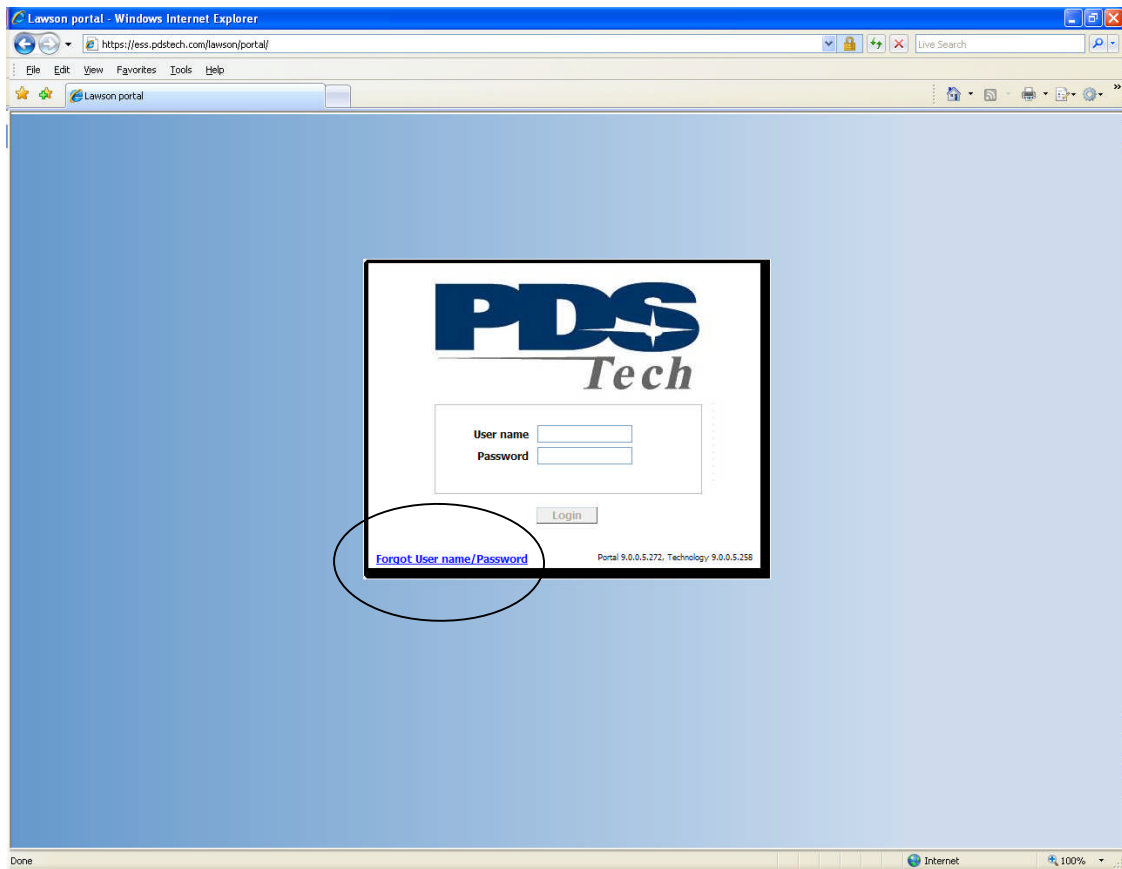
PDS Tech Employee Self Service Portal Password Help

Introduction

The following describes how to reset your password on the PDS Tech Self Service Portal.

Forgotten User Name or Password

If you forgot your User Name or Password you can request your user name and/or a password reset by clicking on the Forgot User name/Password link on the logon screen.



A screen will be displayed reminding you of what your user name and initial password are. If you require the system to give you additional information you may click on the link for the Automatic Reset Password Tool. You must have a valid email address which you have access to use this tool.

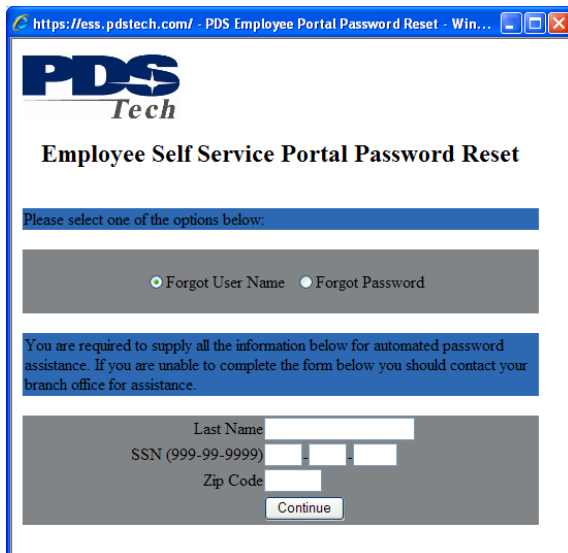


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Forgot User Name

If you have forgotten your user name, select the Forgot User Name radio button and fill in the requested information on the screen. Click on button and the system will email you your User Name and logon instructions.

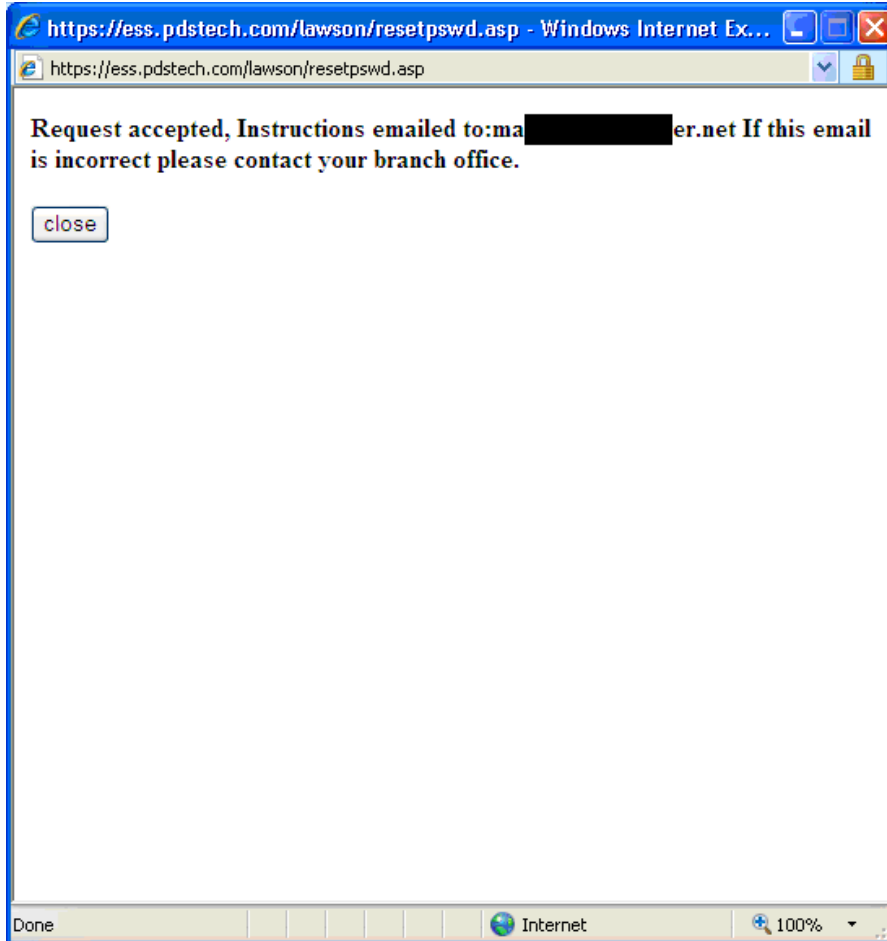


Forgot Password

If you forgot your password, select the Forgot Password Radio button and fill in the required information. Click on the and the system will reset your password and email you instructions for logging on.



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The system will notify you of the email address it is sending the instructions. If the email address is invalid you must contact your PDS representative and have them correct your email before using the automatic password reset feature.