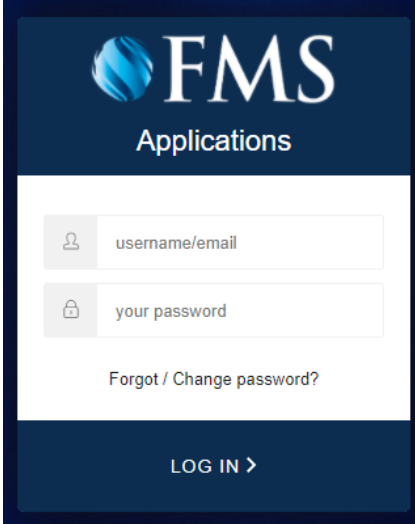


ACCESSING THE APPLICATIONS PORTAL

Setting your password / expired passwords

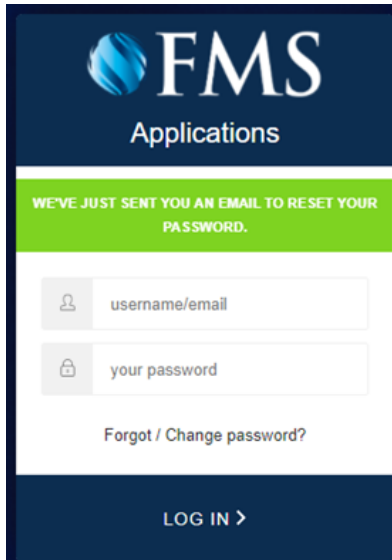
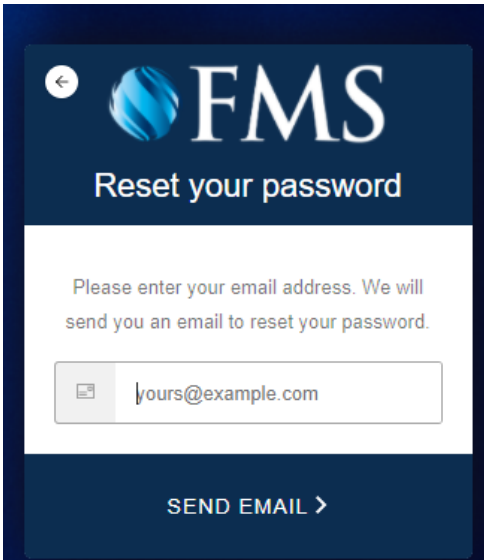
1

To reset your password please access the Applications Portal Page at <https://apps.firstms.com> and click the **Forgot / Change password** button



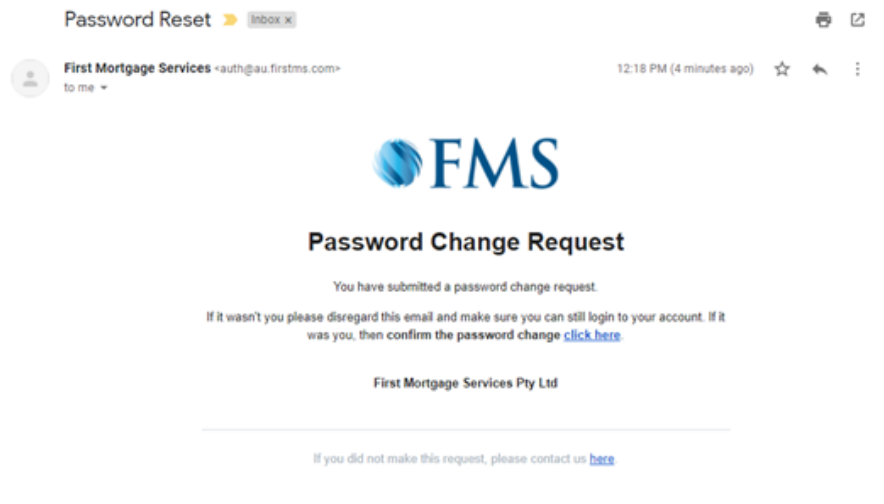
2

Type your email address and click the **Send Email** button. You will be sent an email to reset your password



3

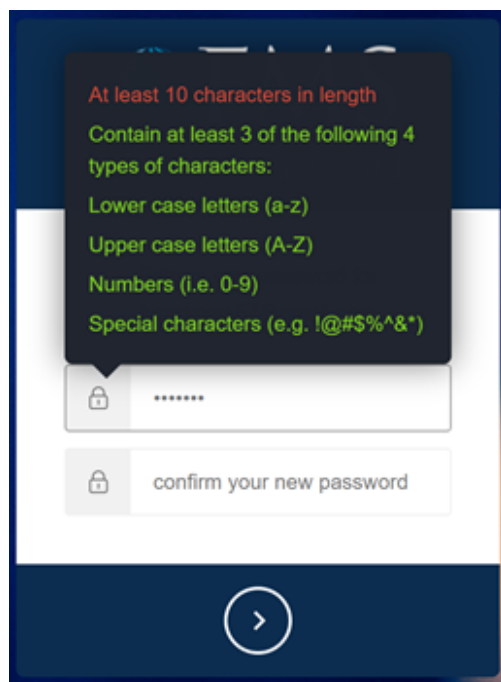
Upon the receipt of the **Password Reset** email, please confirm the password change request by clicking on the **Click Here** button

**4**

You will be prompted to change your password

5

To comply with the password policy, your password must contain at least 10 characters in length and **at least 3 of the following 4 types of characters:** uppercase, lowercase, special characters and a number (e.g. **November1**)

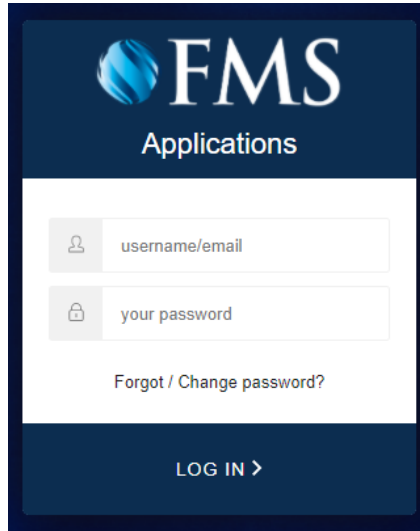


The screenshot shows a mobile interface for password reset. A dark overlay box contains the following text: "At least 10 characters in length", "Contain at least 3 of the following 4 types of characters:", "Lower case letters (a-z)", "Upper case letters (A-Z)", "Numbers (i.e. 0-9)", and "Special characters (e.g. !@#\$%^&*)". Below the overlay are two password input fields: the first is labeled with a lock icon and "*****", and the second is labeled with a lock icon and "confirm your new password". A blue navigation bar at the bottom features a white circular button with a right-pointing arrow.

Logging in to the Applications Portal

1

Please access the Applications Portal at <https://apps.firstms.com> and type in your email address as your username and your password



The screenshot shows the login interface for the FMS Applications Portal. At the top, the FMS logo and the word "Applications" are displayed. Below this, there are two input fields: the first is labeled "username/email" and the second is labeled "your password". A link for "Forgot / Change password?" is located below the password field. At the bottom of the form, there is a "LOG IN >" button.

2

The Applications Portal page will be displayed and you will be able to access **docuPREP** and **MyPortView**

