## **ONEPLACE** USER GUIDE

## RESETTING YOUR PASSWORD

## ONEPLACE

If you require any assistance please email e-orders@nmbs.co.uk

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## **RESETTING YOUR PASSWORD**

Step 1: Go to <u>www.nmbs-oneplace.co.uk/account/</u> login

Step 2: Click on 'Forgot?'

**Step 3:** Enter your email address. You should receive an email within a couple of minutes. If you do not receive an email this means that you do not have an account set up and will need to contact us.

**Step 4:** Open the email and click on 'Change Password'.

**Step 5:** Enter your new password and click submit. Your password must be at least 8 characters long, contain at least 1 upper case letter, 1 lower case letter and 1 special character.

**Step 6:** You will see a confirmation message that your password has been changed and you will then be directed back to log in.

Your password has been successfully changed.

If you require any assistance please email e-orders(withbs.co.)	f y	you	require	any	assistance	please	email	e-orders@nmbs.co.u	ık
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ONEPLACE
Email
Password Forgot?
Log in
If you are not signed up to OnePlace please email <b>e-orders@nmbs.co.uk</b>
Forgot Password?
Enter your email address below and you will quickly receive an email with instructions on how to reset your password.
Email
Send Email Go Back
Hello A request to change your OnePlace password has been made. To reset your password, click on the link below:
Please change your password   Vour old password has expired and you must create a new one   New Password   Change Password   Submit Back
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