

Dated: 13 September 2023

essCert Password Change Guide

Password Change Methods

Please find below the two methods to change your password, <u>required to be completed</u> by 29 September 2023, following essCert's new specifications (8 characters minimum, including at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character/symbol).

(Note – if you are unable to complete the password change by 29 September, you will need to follow the retrieval process outlined in the <u>Appendix below</u>)

Use either of the two below methods to complete the password change:

1. Pop-up Screen on login

You can use the pop-up screen that will appear upon login, requesting you complete the password change task (see screenshot below).

Please update your password. The new password must have atleast 1 Uppercase letter, 1 Lowercase letter, 1 number, 1 symbol and minimum length 8 digits!							
	Change Chamber Password (Demo Chamber)						
Old Password:*							
New Password:*							
Confirm Password:*							
	Submit Cancel						

2. Under 'My Account' settings

Accessed whilst logged into essCert.

- a) Click on LOGIN on the essCert webpage
- b) Input your current username and password
- c) Click on My Account (see screenshot below):



essCert Password Change Guide

ess Cert Test Test	Active Applications Archive Library Reporting Account Count	
Home - Active Applications	Apply for a new document Search Atthe Applications Client Services List 164 Create online Application - Belett Type Image: Apply data for user Image: Apply data for user	9 -
	Statu Write Action Date Accord Ed. Clocal Ed. Locariter Consistence Action B1 21	
	© Copyright 2023 esseret.com v. 7.3.4.74	

d) Click on Change Password (see screenshot below):

ess Cert Test Test	Active Applications	Archive	Data Library	Reporting	My Account	Logout	
Home » My Account » View Profile							My Account Section
	Manage Users				14:12 GMT 17:12 Local		
	View Client Profile						
	Client Name:		AMtest				
	Type:		Exporter				
	Formal Undertaking Form:		No Formal U	ndertaking on file			
	Formal Undertaking Expiration Date:		12 Decembe	r 2023			
	Address 1:		test				
	Address 2:						
	City / Town:		test				
	Cnty / St / Prov:						
	Post Code:						
	Country:		ANGUILLA				
	Title: (Mr, Mrs, Miss, Ms, Other)						
	Frist Kannet Last Kannet Email:		Test Test amagginas@yahoo.gr				
	Telephone:	one:		123			
	Fax:						
	Username:		testclient12	145			
	Signature Image:		No signature	image uploaded.			
	Active :		Yes				
	Edit Profile		Change Pas	eword			
							© Canvicht 2021 escret rom 1 v. 7.3.4.74

e) Type in your current, as well as your new password, and confirm it (see first screenshot).

If you are still facing issues, please contact support@esscert.com.



Appendix – Retrieval Process

After 29 September, all passwords will be reset to randomly-generated ones and the only way to retrieve them will be through the retrieval link on the essCert login page.

1.) Click on 'Forgot your password? Click here to retrieve your log in details.'

ess Cer	t	Search Q. Contact	Cell Support Verify CD Register	1068	
E J	essC	ert Login	Exporters + Porwarders	About	2
	Please log i	n to your account			ໍໂໝ 🕺 Demo
Username	Password				
Forgot your password? Click here to log in to e	Click here to retrieve your lo ssCert New Zealand	gin details			
For access to the eCertify Archiv	re click here (all countries, excluding Ner Zealand Archive click here	w Zealand)			
Dravious Notices					

Note - If you are accessing essCert via an alternative/custom login page, please follow this link instead to retrieve your password: <u>https://www.tradecert1.net/retrieve/</u>

2.) In the next screen, please input your email associated with your essCert account in the relevant field, so that your randomly-generated password can sent to you via email.

Login retrieval		
	Online Document Certification	1
	Retrieve Your Login Details	
	Enter your email address, then click the Rabieve button. Your login will be reset and sent via email.	
	Betrieve	

3.) Once you receive the email containing your randomly-generated password, you will be able to change to a new password of your choosing and in compliance with essCert's specifications, by following the <u>second method</u> outlined above.