First Time Changing Password in the New Platform

1. Bookmark the New Platform Link: https://cbss.instascreen.net/sso/login.taz

2. Type your current User Name (ALL CAPS as usual) and use welcome1 (all lower case) as the temporary password.

3. You'll be asked to select the MFA format you want to receive the security code in, (TEXT, Authenticator App or EMAIL). We recommend selecting TEXT so you'll receive directly on your cell phone. You simply type in your cell phone number and submit or click on the Next button.

4. You'll be asked to answer 3 security questions. These are very broad so just select ones that you'll remember if ever needed. This is a one-time setup process but the questions may be needed in the future if you get a new computer or use another one from a different location. Once you've selected your 3 security questions; click on the COMPLETE button.

5. You'll receive your Security code via text on your phone and simply type that code in that box and submit. You'll then have the ability to change your password to whatever you prefer. Type in the current password (welcome1), then type in whatever password you'd like to use moving forward. It MUST be 8 Characters with at least 1 number.

6. We will no longer have access to your passwords so please do your best to remember it. You will always have the ability to change it if needed. Your Passwords will need to be changed every 90 days to abide by federal compliance regulations. If you forget it, you can always request the "forgot password" feature on the LOGIN screen and reset it. Possible Password Managers that might be useful: https://www.dashlane.com/ https://www.roboform.com/

7. This process is VERY easy and just some of the new security features offered with this new platform; primarily for your protection and to comply with federal laws.

We're always available if you need any help at all!

**Just remember to bookmark the new LOGIN Link and start using this moving forward:
https://cbss.instascreen.net/sso/login.taz

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