



## First Time Password Setup

1. Bookmark the LOGIN Platform Link: <https://cbss.instascreen.net/sso/login.taz>
2. Type in your first initial, last name (all lower case) and use welcome1234! (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 12 Characters, including 1 number and a special character (! @ # \$ % ^ & \*). Once confirmed, please save this password and use it moving forward. You'll have the ability to change or update your password anytime needed.
6. Your Passwords will need to be changed periodically to abide by federal compliance regulations. The system will remind you when it's time to update your password. If you forget your password, you can always request the "forgot password" feature on the LOGIN screen and reset it.
7. This process is VERY easy and just some of the new security features in place for your protection and to comply with federal laws.

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

