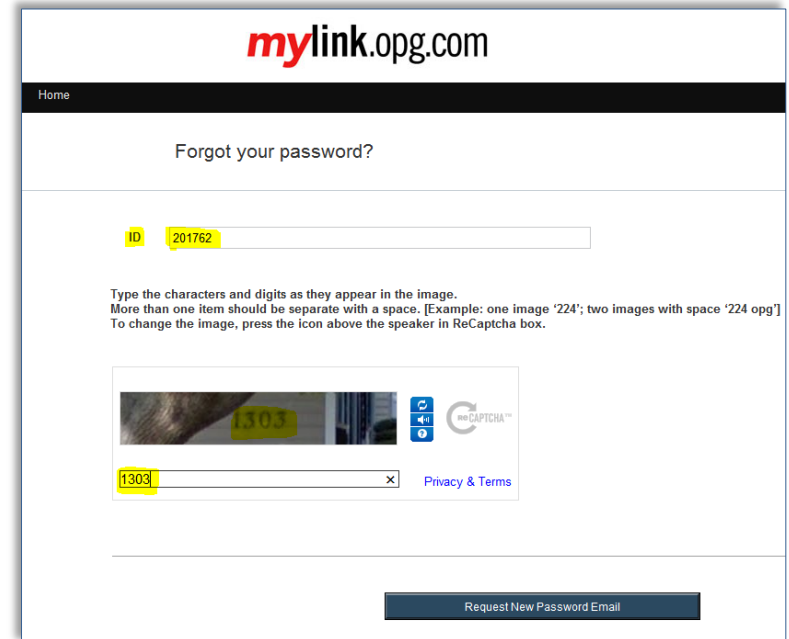


1. Visit <https://mylink.opg.com>
2. Enter your login ID (aka 6-digit employee number).
3. Click on the Forgot Password link.



4. Enter your login ID again.
5. Enter the characters and digits as displayed in the ReCaptcha image box in the field directly below the image.
6. Click on the Request New Password Email.



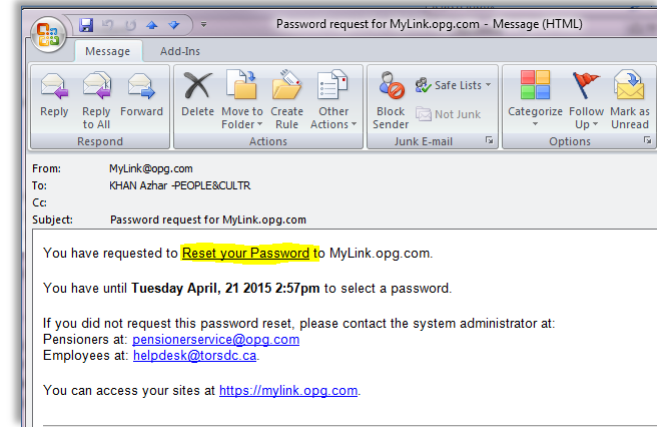
An email will instantly be sent to the email address you have registered in your **mylink** profile.

TIP: Once logged in, you can change the registered email address in your **mylink** profile at anytime by clicking on the My Profile link. This link can be found on left corner of any screen during your logged in session. You must have access to this email address in order to complete this process.

Please open the email and click the link to access the Password Change utility.

7. Click on the Reset your Password link contained in the email.

(Note: for security reasons, the link to reset your password will be valid for 24 hours only after which you will need to re-trigger this password to obtain a fresh link)



8. Your login ID and registered email address will appear.

9. Enter your new password in the New Password field

Reminder: your password must be a minimum of eight (8) characters containing at least one (1) uppercase letter, one (1) lowercase letter, and one (1) number. It will never expire.

10. Enter it again in the Confirm Password field, and then click on the Change Password button.

Your password has been changed.

