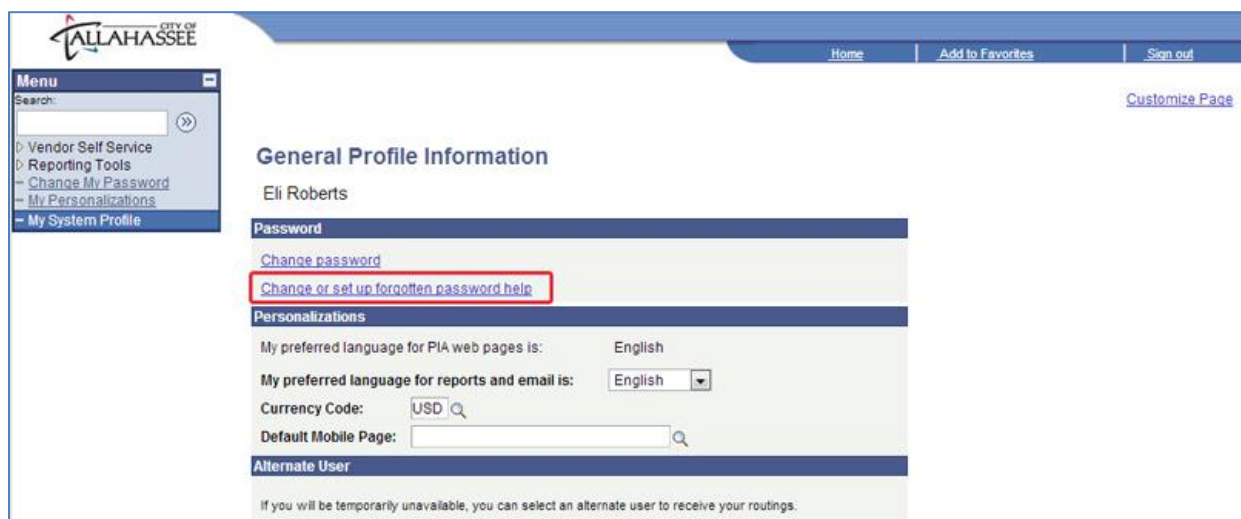# Setting up Password Hints

To enable the forgotten password functionality, the BIZ-e system needs each user to set up security questions for use during the "Forgotten Password" process. To establish these security questions in the BIZ-e system, click on the **My System Profile** link.

Click on the **Change or setup forgotten password help** link.

Select a security question from the drop down menu and provide your response. Click **OK**

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

Question: [▼]

Select from the list of questions.

Response: [   ]

OK   Cancel