

# How to Reset Your Password as a TherapyPortal User

If you cannot remember your TherapyPortal password, you can follow the steps below to reset your password.

**Note:** In certain cases, the password reset will not be available and you will need to contact Kristine for assistance. Please call (206) 339-1855 Ext. 109.

## To reset your password

- Visit your practice's Portal link.
- Click **Forgot Password**.
- Enter your email address and date of birth, then click **Continue**.
- You will be sent an email to validate your account.
- Click the link in the email and follow the prompts to create your new password.

After all of the steps are completed, you will be able to log in to your account using your new password.