# Enrolling Your Account

Before you can begin using a Zotec Partners application, you must enroll your account, which allows you to reset your password if you forget it. Once you are enrolled, you will receive an email every 90 days to update your password to help keep the information in the application secure.

Enrolling and Setting Security Questions

During the enrollment process, you are establishing two security questions that are used when you need to reset your password if you have forgotten it.

1. From your welcome and enrollment email, click the enrollment link or in your browser type this address: https://recovery.zotecpartners.com
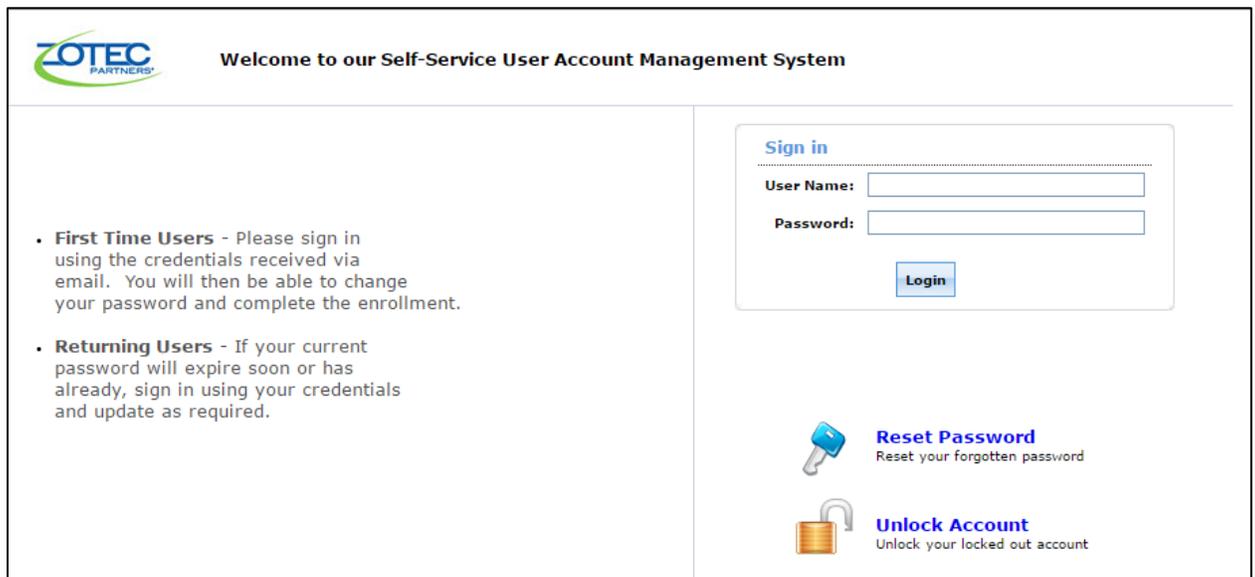

2. In **User Name**, type your email address

3. In **Password**, type the temporary password from your welcome and enrollment email.

4. To begin enrolling, click **Login**.
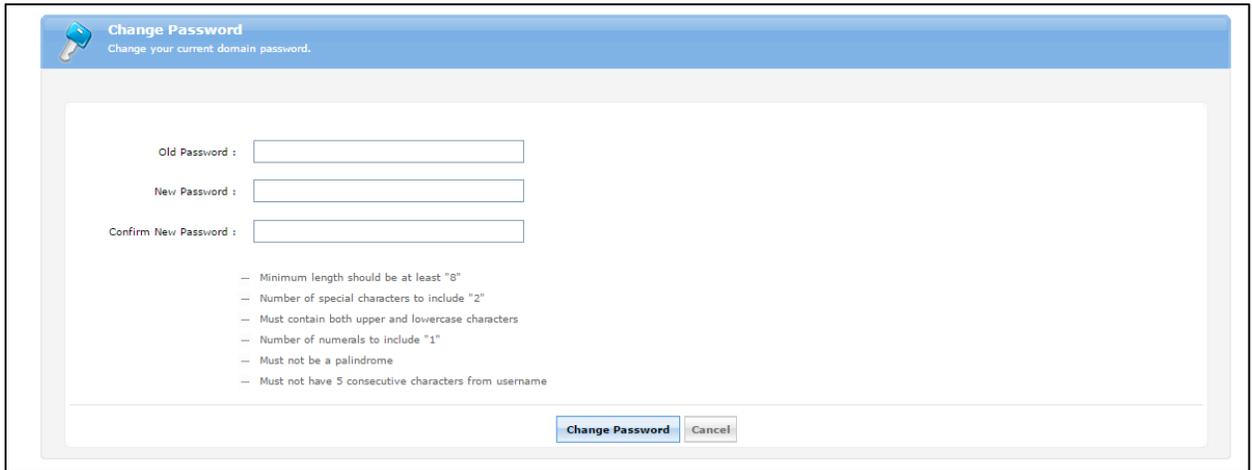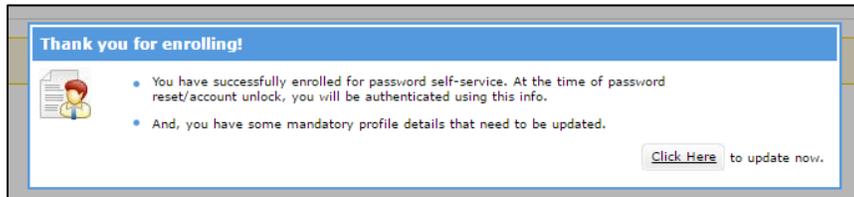
5. Next to **Old Password**, type the temporary password.

6. Next to **New Password**, type your new password.
   Pay special attention to the password rules on the screen.

7. Click **Change Password**.
   You will return to the login page.

8. Sign In using your email address and newly saved password.
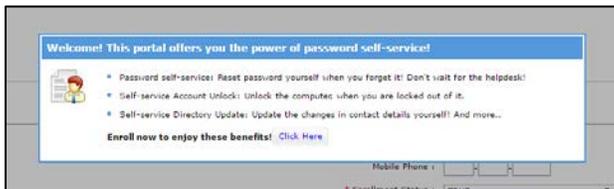
9. On the welcome enrollment message, click the **Click Here** button.
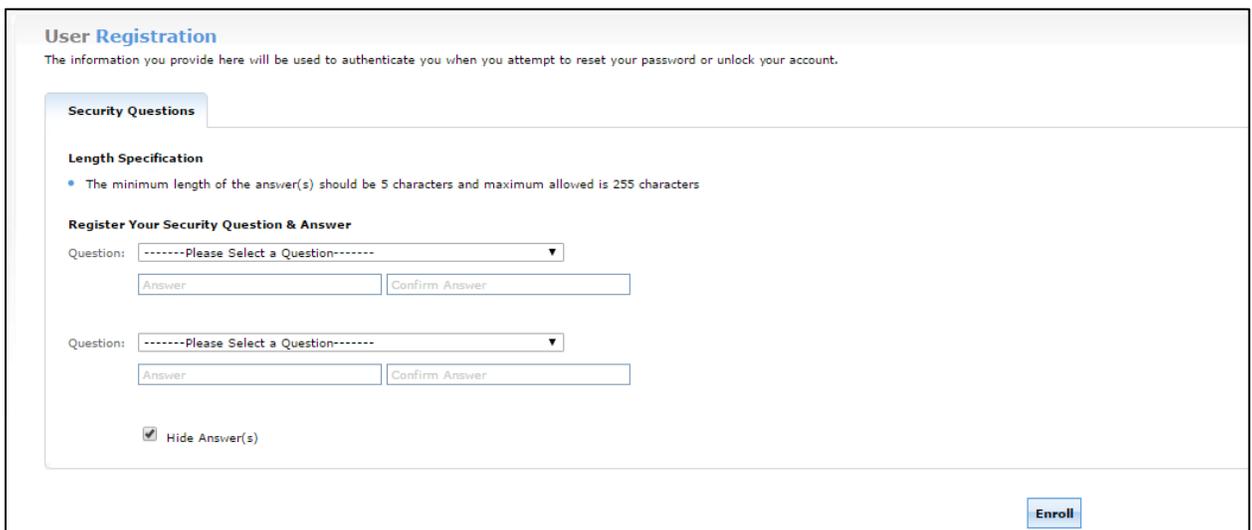
10. Next to **Question**, select a security question to answer.

11. In the **Answer** box, type your answer to the question and re-type your answer in the **Confirm Answer** box.

12. Repeat the process for the second security question and when finished, click **Enroll**.
    This completes the enrollment process. You will be asked to update your contact information to complete your profile.

Thank you for enrolling!

• You have successfully enrolled for password self-service. At the time of password reset/account unlock, you will be authenticated using this info.

• And, you have some mandatory profile details that need to be updated.

Click Here to update now.

Providing Your Contact Info

You must enter work phone number in My Info to complete your profile.

1. On the thank you enrollment message, click the **Click Here** button.

Self Update
Update your personal information, such as contact details, in this page.

Contact Information

Address :
City :
State :
Zip :

* Work Phone :
Mobile Phone :
* Enrollment Status : TRUE

Update

2. Next to **Work Phone**, type your work phone number.

3. To save your contact information, click **Update**.