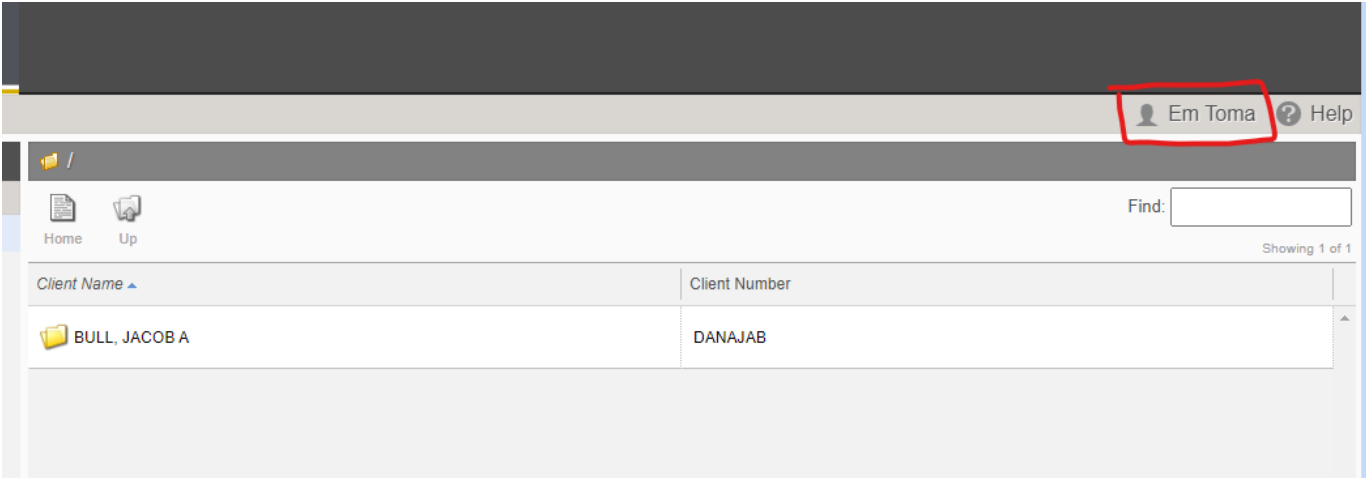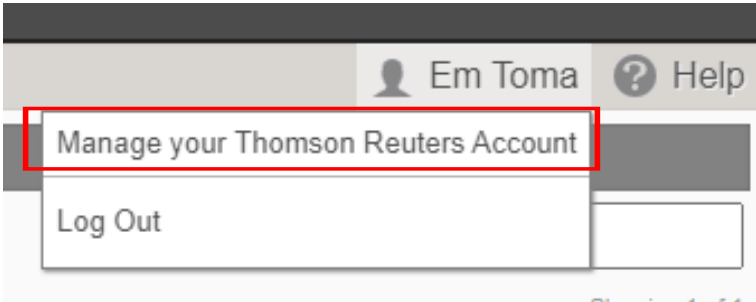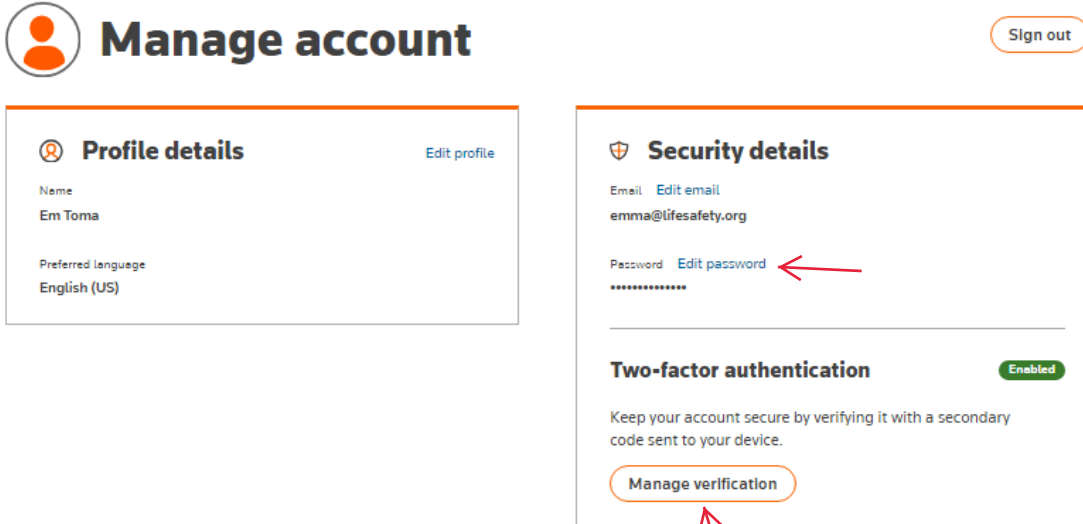# Tips for resetting portal password

When you log in you will see this screen, to change your password click on your name.

Once you click your name click "Manage your Thomson Reuters Account" in the dropdown

You will be directed to manage your Thomson Reuters account. From here you can change your password:

You can also manage your two-factor authentication from this screen when needed.

Another way is to do it at the login screen.

Click forgot password below the "Login

This screen will pop up and you can put in your email and you will be sent a link to reset your password.