



# Housing Information Portal (HIP)

Accessing the Community Portal and Password Resets 01/29/2021



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# Access to the Community Portal

- 1. User: Receive Welcome Email & Verify Account
- 2. User: Reset Password

# **User: Receive Welcome Email & Verify Account**

M Sandbox: Welcome to MTW Expansion - phee@incapsulate.com - Incapsulate Mail - Google Chrome -	1. User will
malgoogle.com/mal/u0//u1/20uieve=btop/dve==156/dpvuud3/e8search=isbox8th=%220tread=%3A1669904098115515767.dccud=4          Imagoogle.com/mal/u0//01/2-20uieve=btop/dve==156/dpvuud3/e8search=isbox8th=%220tread=%3A1669904098115515767.dccud=4         Imagoogle.com/mal/u0//01/2-20uieve=btop/dve==156/dpvuud3/e8search=isbox8th=%220tread=%3A1669904098115515767.dccud=4         Imagoogle.com/mal/u0//01/2-20uieve=btop/dve==156/dpvuud3/e8search=isbox8th=%220tread=%3A1669904098115515767.dccud=4         Imagoogle.com/mal/u0//01/2-3000000000000000000000000000000000000	<ol> <li>Oser will receive a Welcome Email</li> <li>Save the Username</li> <li>Click on the URL</li> </ol>

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<ul> <li>Paul Test3   Salesforce x Change Your Password   MTW E x +</li> <li>← → C a mtwdev-pih-gateway.cs33.force.com/mtwexpansion/_ui/system/security/Cha</li> <li>API Submission</li></ul>	ngePassword?retURL=%2Fmtwexpansion%2Fapex%2FCommunitiesLanding&fromFrontdoor=1&setupid=ChangePassword	- □ X	<ol> <li>Enter a New Password</li> <li>Click: Change Password</li> </ol>
	Change Your Password		
	Enter a new password for phee+demo2@incapsulate.com. Make sure to include at least: <ul> <li>Is characters</li> <li>1 uppercase letter</li> <li>I iowercase letter</li> <li>1 number</li> </ul>		
	1 special character     New Password     Good     Confirm New Password     Match		
	Change Password Password was last changed on 1/25/2021 3:42 PM.		

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## **User: Reset Password**



#### 1. Click: Forgot your password

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# **User: Reset Password**

Paul Test3   Salesforce X Forgot Password X +	- 🗆 X
← → C 🔒 mtwdev-pih-gateway.cs33.force.com/mtwexpansion/s/login/ForgotPassword	🔄 🖶 Incognito 🚦
API Submission /j [MTWE-207] Validat	Other bookmarks
PASSWORD RESET	
To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account.	
L [≠+demo2@incapsulatecommunity.com]	
Reset Password	
Cancel	
and the second	

 Enter your Username
 Click: Reset Password

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# **User: Reset Password**

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ing many by by that	28tview=	btop&ver=	=156a6py	uuc87e8	ksearch=in	pox&th=9	=%23thread-f%3A16899805474951627618.cvid=1		
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		Sand	box: Y	/our n	ew MT	W Exp	kpansion password Inbox ×		ē
	+	U.S. Dep to me 🔻	partmen	t of Hou	sing PIH y	<u>ia</u> 1u4876I	főla3uv2.35-9e2ieau.cs33.bnc.sandbox.salesforce.com	12:57 PM (0 minutes ago) 🛣 🕯	. :
		Hi Paul,							
		Yo	our passw	vord has l	been reset f	or MTW Ex	Expansion. Go to:		
		ht DAwMDh tQjOB7G	ttps://sit-pi 14SUgaDz RAQoTw6	i <u>h-gatewa</u> zAwNTM 6CXIRo0I	i <u>y.cs33.forc</u> IMDAwMDA MSjvrXM7q	e.com/mtw wUTJiVhj zblZhyxg1	twexpansion/securiforgotpassword.jsp?r=00D350000009E2100535 hjm05aC9C4SEDFiKPVEktPsVm080kF0D7kaDivIFFrv2X8YnQVLL g1kmoB&display=page&fpot=97953e02-a081-4237-a116-074c0c33	50000002bVCjwKMwoPMDBEMzUwMDAwMDASRTJJEg8wMkd0/ LUCI58NQTygcjznNG_S01uPQAYgQQNPv6-pvj 33524ffa7c8e66-3add-4b12-9240-fe6691a5d222	<u>MDAwM</u>
		Tł	hanks,						
		U	S Govt- D	Departme	nt of Housin	g and Urba	ban Development**		
		K R	Reply	⇒ F	orward				

 Will receive a password reset email
 Click: Link

×

provided with email



## **User: Reset Password**



1. Will be

prompted to set a new password

- 2. Set your new password
- 3. Click: Change Password

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