

Resetting your Password on FORM COLLECTIVE

This document will provide a guide to resetting your password on the FORM COLLECTIVE website. Follow the steps below to reset your password. If at any point you encounter an error you can contact FORM COLLECTIVE via email.

FORM COLLECTIVE

GALLERY SERVICES ABOUT PRESS CONTACT CLIENT LOGIN

CLIENT LOGIN

Login

Username

Password

Remember Me

Login →

Lost Password?

FORM COLLECTIVE | INTERIOR DESIGNERS | VANCOUVER, BC | 604.202.5657

f ↻ i in

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1. Click the “Lost Password” button on the “Client Login” page.

FORM COLLECTIVE

Please enter your username or email address.
You will receive a link to create a new password via email.

Username or Email

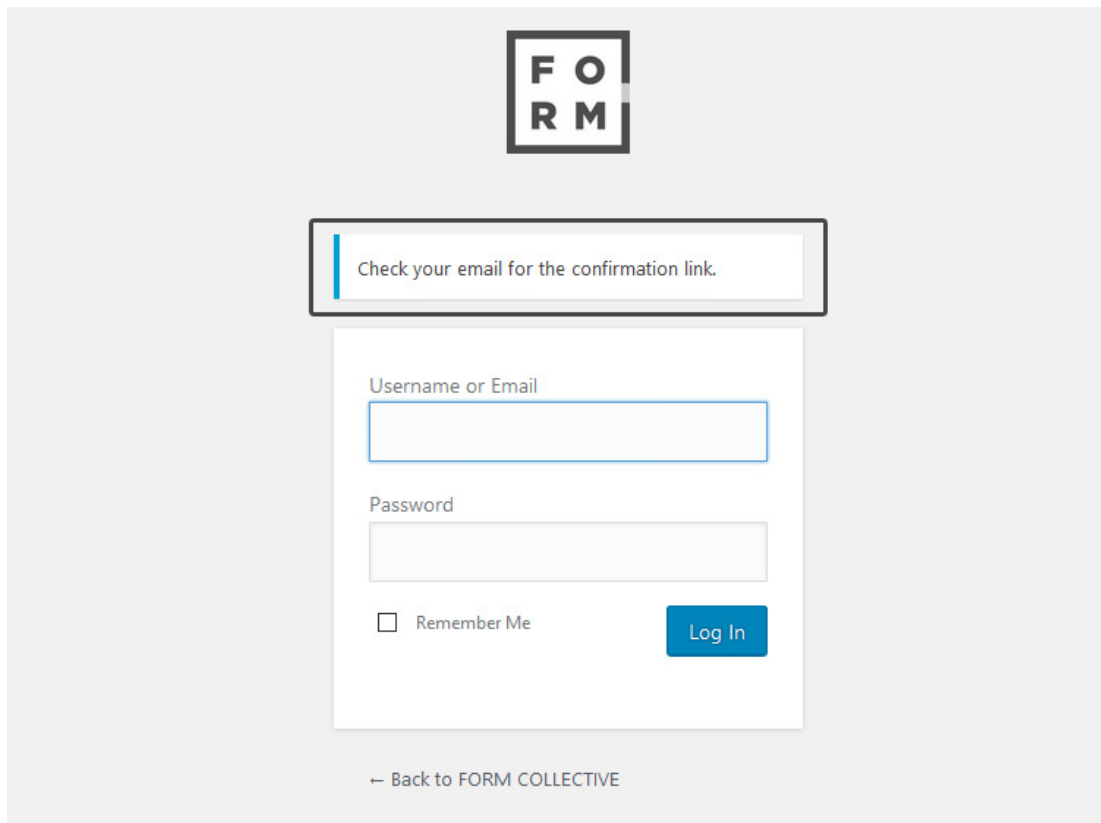
Your Email

Get New Password

Log in | Register

— Back to FORM COLLECTIVE

2. Enter the email that you signed up for FORM COLLECTIVE with in the “Username or Email” box that appears. Click “Get New Password”.

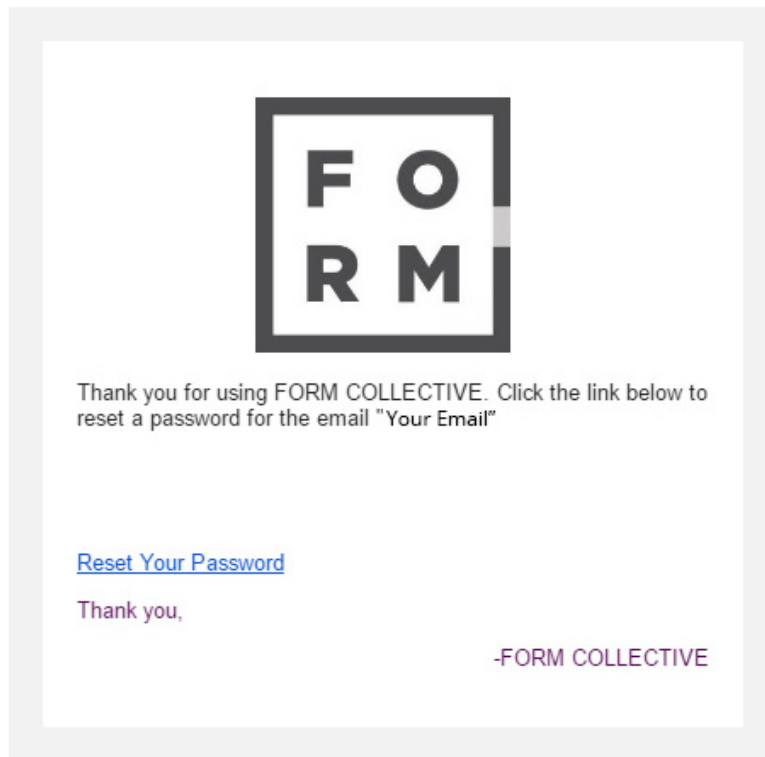


The screenshot shows the FORM COLLECTIVE logo at the top center. Below it is a white box with a black border containing the text "Check your email for the confirmation link." Below this is a white form with a blue border. The form contains the following elements: a text input field labeled "Username or Email", a text input field labeled "Password", a checkbox labeled "Remember Me", and a blue button labeled "Log In". At the bottom of the form is a link that says "← Back to FORM COLLECTIVE".

3. If you have an account on the site registered to the email you entered, you will see this screen. Check your email account for the password reset email.

If you instead see an error that reads “**ERROR:** There is no user registered with that email address.” you have entered an incorrect email address. Check your spelling, and ensure you are entering the email address that you signed up for FORM COLLECTIVE with. If the problem persists, contact FORM COLLECTIVE.

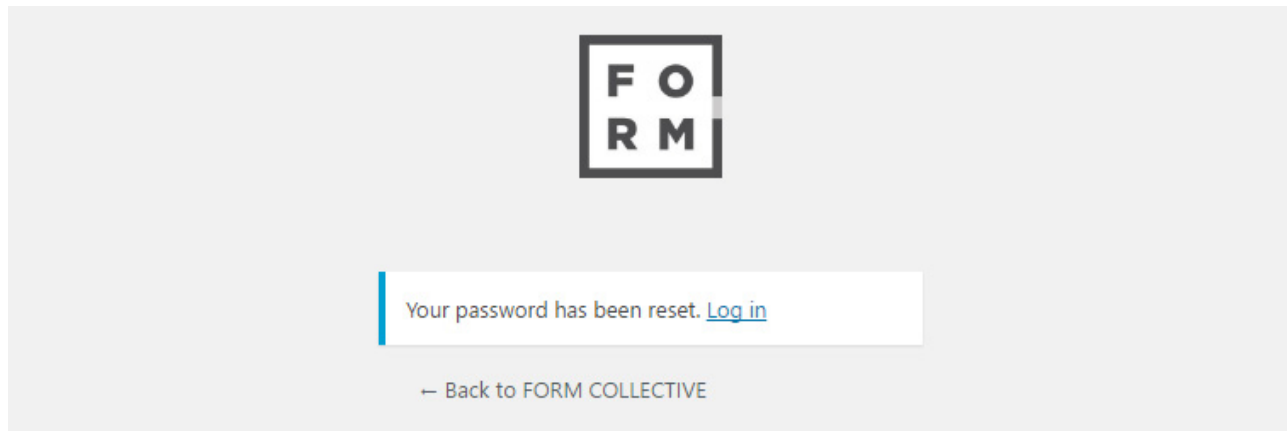
If you cannot find the password reset email in your inbox, check your spam folder. To prevent the email from being marked as spam in the future you can white-list email addresses from formcollective.ca



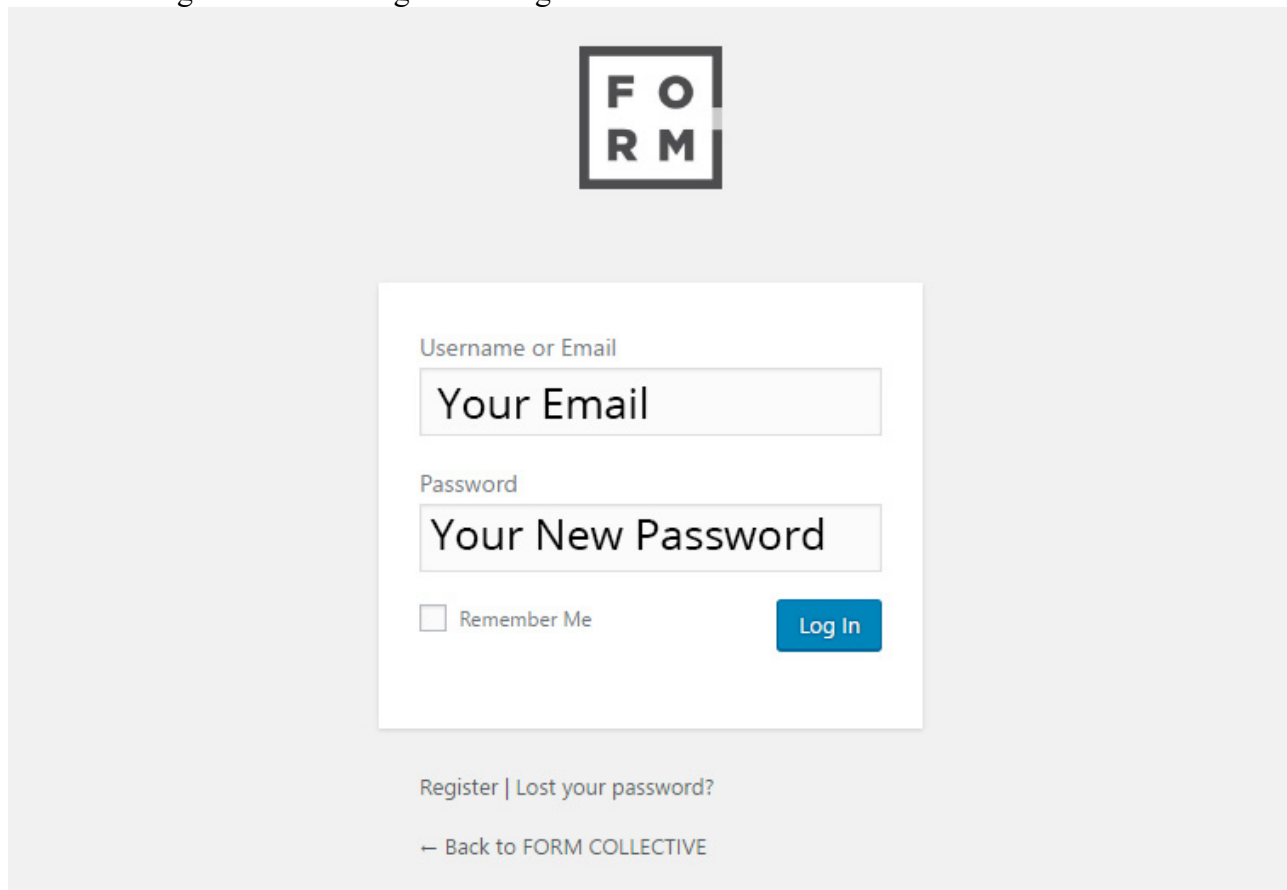
4. This is the password reset email you will receive. Click the “Reset Your Password” link to reset the password.

A screenshot of the password reset page. At the top center is the FORM COLLECTIVE logo. Below it is a white box with the text "Enter your new password below." and a text input field. The input field contains the password "tZgAeUvlgeU*ps0A". Below the input field is a green bar with the word "Strong" in white. Below the bar is a hint: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! * ? \$ % ^ & ;). You can **adjust** or **replace** the password above." At the bottom of the white box is a blue button that says "Reset Password". Below the white box, there are links for "Log in | Register" and a link that says "← Back to FORM COLLECTIVE".

5. This is the page that displays when you click the “Rest Your Password” link in the email. You can **adjust the generated password** or you can **replace it entirely**. Hit “Reset Password” to save this new password.



6. This is the confirmation message that will display when you have hit “Reset Password”. Click the “Log in” link to navigate to a login screen.



7. Enter the email that you registered for FORM COLLECTIVE with, and the password that you just set. If you are on your home computer you can check the “Remember Me” box to have the site remember your login. This is not recommended on shared, public, or work computers. Hit “Log In”

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CLIENT LOGIN

Welcome, Your Name

Take a look at your project here.

Or [Log out](#)

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8. You'll now see the Client Login welcome page. Click “here” to see your project, or “Log out” to log out.

If you are encountering errors at any step of this process you can contact FORM COLLECTIVE via email to troubleshoot. If you can take a screenshot of the error you are encountering, or write down the phrasing of the error you are encountering, and send it to FORM COLLECTIVE it helps streamline the troubleshooting process a great deal.

Thank you for using FORM COLLECTIVE.