

# An Illustrated Guide to Changing Your Password in DFC Forms

**Step 1:** Make certain that [donotreply@dfc.gov](mailto:donotreply@dfc.gov) and [noreply@salesforce.com](mailto:noreply@salesforce.com) are on your/your company's "safe senders" list for email so messages don't get blocked.

**Step 2:** Click on the reset password link.

LOGIN

If you already have an account

Username

Password

To reset your password, please [click here](#)

Don't have an account?  
To create a new account, please [click here](#)

**Step 3:** Enter the account login name and the email address that was entered when the account was created. Then click "Submit."

RESET PASSWORD

To request a new password, please provide the information requested below and press the "Submit" button. The email address you specify must match the email address provided when you created your account. An email containing instructions to reset your password will be sent to that email address. If you do not receive the email contact [helpdesk@dfc.gov](mailto:helpdesk@dfc.gov)

\*Indicates required information

Login Name \*

Email Address \*

Note: If you do not know the login name and the email address associated with the account, then you will need to send an email to [helpdesk@dfc.gov](mailto:helpdesk@dfc.gov) and ask them to provide the login name and email address on your account. To help them identify the correct account quickly, tell them the **intake number** of one of the forms in your account (e.g. your application form). The DFC officer with whom you are working can look up that intake number in the application record for you if you do not know it.

If the email address on the account is not an email to which you have access, then you will have to ask the HelpDesk to change the email address on the account before trying this method.

**Step 4:** Go to your email inbox and find the email sent by the DFC system. Copy the temporary password and click on the link provided in the email – this link will take you to the “Change Password” screen.

Notes: If an email like this does not arrive in your inbox within a minute or two, check your “spam” or “junk” email folders to make sure it didn’t get caught in there. If you have difficulty clicking on the link in the email, try right-clicking on it, copying it and pasting it directly into your internet browser.

Dear Deborah Howard,

This message acknowledges that your password reset request has been received.

Your temporary password is **VM45dbuX2U6E**

Please click on the link below and use your temporary password to create a new password and login to the DFC Application System.

<https://www3.dfc.gov/dfcforms/Account/ChangePassword.aspx?ResetFlag=True&ApplicantID=c811770f-74aa-4341-ae0c-42b3110b60d4>

If you have any questions, please contact technical support at [helpdesk@DFC.gov](mailto:helpdesk@DFC.gov).

**Step 5:** Paste the temporary password provided in the email into the first field. Then type your new password into the 2<sup>nd</sup> field (to create) and again into the 3<sup>rd</sup> field (to confirm). Click Submit.

To change your password, please provide the information requested below and press the "Submit" button.

\*Indicates required information

Temporary Password *	<input type="text" value="VM45dbuX2U6E"/>
New Password *	<input type="text"/>
<small>The password must be at least 8 characters long, cannot contain spaces, and must contain at least 1 upper case letter, 1 lower case letter, 1 number and 1 of these special characters: ~ ! @ # \$ % ^ &amp; + ?</small>	
Confirm Password *	<input type="text"/>
<input type="button" value="Submit"/>	

**Step 6:** Now click on the [Login](#) link on the screen that appears and then enter your username and [new](#) password into the login screen.

**PASSWORD CHANGE SUCCESSFUL**

Your password has been changed successfully.

Please click the link below to login to the DFC Application System. If you have any questions, please contact [helpdesk@dfc.gov](mailto:helpdesk@dfc.gov).

[Login](#)