

Password Reset Instructions

The following are instructions for resetting a password for both American Portfolios–Client Access and NetXInvestor.

American Portfolios Client Access

- 1. Navigate to <u>www.americanportfolios.com</u>.
- 2. Click "Forgot Password."
- 3. Enter email address and click "Submit"; you will receive an email to create a new password.
- 4. In the email received, click the link.
- 5. Create a new password. Password requirements will be detailed in the message box.

At least 8 characters in length Contain at least 3 of the following 4 types of character
Contain at least 3 of the following 4 types of character
Lower case letters (a-z)
Upper case letters (A-Z)
Numbers (i.e. 0-9)
Special characters (e.g. !@#\$%^&*)

6. Log in with the new password.

NetXInvestor

- 1. Navigate to https://americanportfolios.netxinvestor.com/nxi/login.
- 2. On the login page, click "Forgot Password."
- 3. Enter the firm number (56V), user ID and email address, then click "Continue."
- 4. Enter the answers to the pre-selected security questions or the One-Time Passcode.
- 5. If you want NetXInvestor to remember this device, click "Yes"; if not, click "No."
- 6. Click "Continue."

Reset Password

7. Enter the new password in the New Password and Confirm New Password fields, then click "Continue."

Enter a new password using the Password Rules.	To create an acceptable password your password must :
New Password Enter Password Confirm New Password	 not contain same as the user Id contain a minimum of 8 and a maximum of 32 characters contain at least one alpha and one numeric character
	 not contain linked account(s) name.
Enter Password	 contains at least one uppercase and one iowercase retiet
Tip: Passwords can contain the following special characters: $s + @: s = 1 - %$. # ? _	
	Cancel Continue

8. Log in with the new password.

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