This is the box that you are used to see upon logging in. This is the new log in box.

When you see this box, you need to click on the “forget your password?” link.

This takes you to this page

Now you will just enter their last name and email address and click “Send”

This is the email you will receive:

Please click here to update your password.

**Please note that you may need to check your junk mail folder, if you do not see the email.**

Once you click the “Click Here” link, you will be taken back to the CaterTrax site, and this page will be on the screen:
Once you fill out this form, last name, email, and new password twice and click update, the following text appears on the screen:

**Password changed. You may now login to your account from the homepage.**

If you click on the Homepage Icon again, and go back to this screen:

![Login Screen](image)

And enter the last name and the password you just set, you can log in with no issue!