

Locked out of your Account / Forgot Your Password?

- 1) You have 3 attempts to enter your password correctly before you get locked out of your account.
- 2) Each time you enter your password incorrectly the following message appears in red:

“Incorrect login details. Account will be locked after 3 failed logins. Forgot your password? Please use the “Forgot password?” option below.”

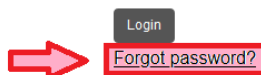
- 3) If you get locked out of your account. Click on “Forgot password?” under the black login button.

Login

To access certain sections of the portal you must be a registered user and logged in using your user name or email address. You can register using the 'Register' button in the top menu bar.

Incorrect login details. Account will be locked after 3 failed logins. Forgot your password? Please use the “Forgot password?” option below.

Email	<input type="text" value="paul.shore@bim.ie"/>	*
Password	<input type="password" value="....."/>	*
	Show Password	
Remember me?	<input type="checkbox"/>	

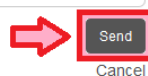


- 4) Enter your registered e-mail address into the E-mail field in the “Forgot Password” window that opens.

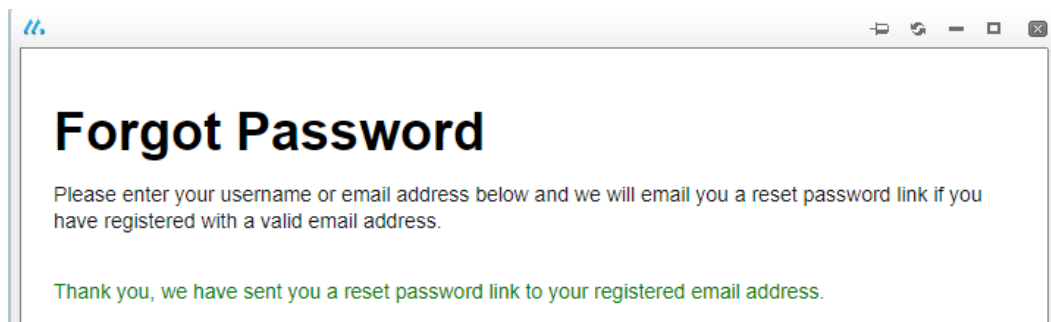
Forgot Password

Please enter your username or email address below and we will email you a reset password link if you have registered with a valid email address.

Email	<input type="text" value="joe.bloggs@eircom.net"/>	✓
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- 5) Once you enter a valid e-mail address, you will get the following message:
“Thank-you, we have sent you a reset password link to your registered email address.”



- 6) Go to your e-mail account and look for an e-mail from “Bord Iascaigh Mhara” called “Password Reset Message”. You should get it within minutes of clicking the Forgot Password link. Don’t forget to check your junk mail folder and put Bord Iascaigh Mhara on your safe list for future correspondence.
- 7) Click on the link in the e-mail to get to the “Reset your password” page.

Example e-mail:

From: Bord Iascaigh Mhara <no-reply@pm.flexigrant.com>
Sent: Monday 16 December 2019 16:27
To: Grant Application <grantapplication@bim.ie>
Subject: Password Reset

Hi Billy Applicant,

This is an automated alert from Bord Iascaigh Mhara please do not reply directly to this email.

You have requested a password reset from Bord Iascaigh Mhara.

To complete this process please click on the following link and enter a new password.

<https://bim.flexigrant.com/resetpassword.aspx?g=0370e64d-758f-45ef-8406-96ac5a08a226>



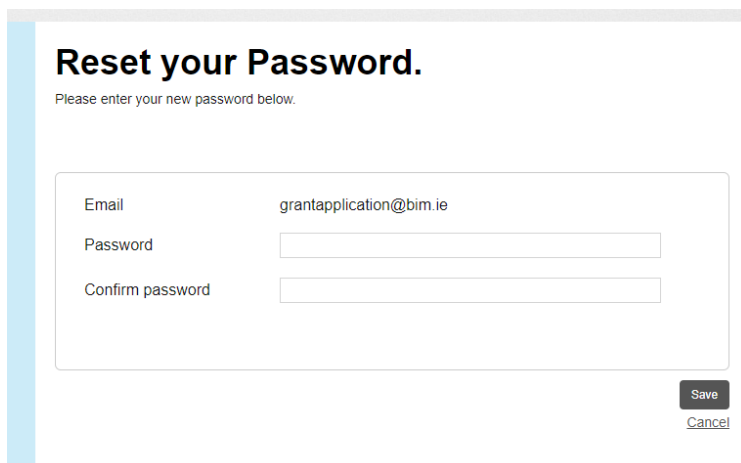
Please contact your system administrator, if you did not request a password reset or have any questions.

We look forward to working with you.

Best wishes

The Bord Iascaigh Mhara Team. |

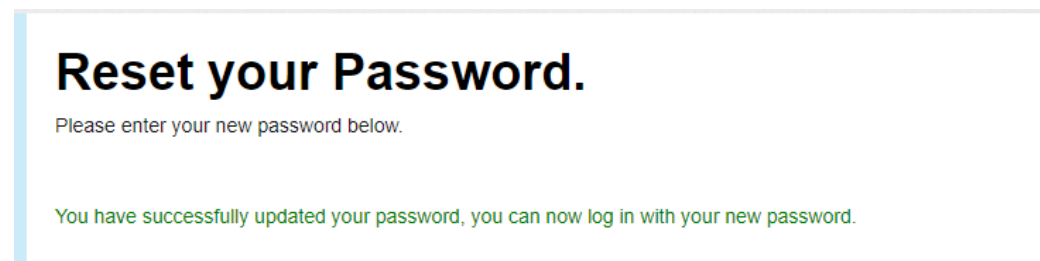
- 8) Once you click on the link the e-mail, the reset your password window will open. Enter your new password and then confirm it. Note: The new password must be at least 7 characters with 1 number.



Reset your Password.
Please enter your new password below.

Email	grantapplication@bim.ie
Password	<input type="password"/>
Confirm password	<input type="password"/>

- 9) You will get a message saying:
"You have successfully updated your password, you can now log in with your new password."



Reset your Password.
Please enter your new password below.

You have successfully updated your password, you can now log in with your new password.

- 10) Click login and login as normal.