****

[**Reset Password**](https://performancemanager4.successfactors.com/acme?fbacme_o=admin&pess_old_admin=true&ap_param_action=manager_xfer&_s.crb=SkQu28k%252f4AWf0UlWkOuleDiuPrE%253d&)

**Step Actions:**

1. Go to the ACES Online homepage and select the  next to the *Enter Password* field:

(<https://performancemanager4.successfactors.com/login?company=MA&>)



1. Enter your username or email address and select **Reset**.



1. A new screen will appear informing you to check your email. **Please note, it can take approximately 5 minutes for the email to arrive.**



1. The email will have *Reset Password Support Notification*as the subject. Open the email and select the **Click Here** link.



1. Enter a new password twice. Select **Submit.**



1. Select **Back to Log in** and enter your username and new password.

