## Logging in to the BusVic website

If you have a user account, but don't know your login details, the following process will help you gain access to your account.

1. Go to <u>www.busvic.asn.au</u> and select the 'Member Login' link on the top right of the home page



2. From the pop-up box, select 'Request new password' link

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**3.** You'll be taken to a new user account page. Enter your email address in the Email field and then select the 'Email new password' button.

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4. You'll be sent an email from 'buses' with the heading 'Replacement login information for (your name) at BusVic| Bus Association Victoria. Open that email and click the link provided (outlined below).



BusVic | Bus Association Victoria ABN: 17 273 025 656 PO Box 125 Port Melbourne VICTORIA 3207 Email: <u>accounts@busvic.asn.au</u> Phone: +61 3 9645 3300 Fax: +61 3 9645 4455

Ms Lauren Bradford,

A request to reset the password for your account has been made at BusVic | Bus Association Victoria.

You may now log in to <u>www.busvic.asn.au/</u> by clicking on this link or copying and pasting it in your browser:

https://www.busvic.asn.au/user/reset/1283/1581383785/p\_Hbg69BWbBQjvm567b4bG56Xtg

This is a one-time login, so it can be used only once. It expires after one day and nothing will happen if it's not used.

After logging in, you will be redirected to <u>https://www.busvic.asn.au/user/1283/edit</u> so you can change your password.

## BusVic Website – User Guide

5. The email link will open a reset password page on the BusVic website. Enter your preferred password in the 'Password' field. Then re-enter that password in the 'Confirm password' field. Then click the button to save the password and log in.

Reset password	
Please enter your new password using the form below then click on this button to login to the site and change your pa	assword.
This login can be used only once.	
Password: *	
Confirm password: *	
To change your user password, enter the new password in both fields.	
Change password & log in	

 You'll then be taken to your membership portal. From here you can view and update your membership details (see '<u>Navigating Your Membership Portal</u>' section for full details).

Alternatively, use the menus at the top of the page to navigate the BusVic website. *You must be logged in to view restricted members only content.*