



Member How-to Document

Creating Your Password

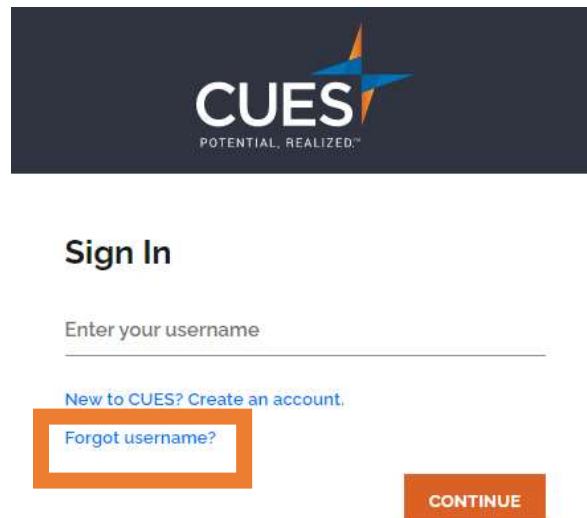
Purpose: As a new member of CUES, creating your password is the first step to accessing your benefits.

Process:

1. In a web browser (preferably Google Chrome or Microsoft Edge), access cues.org.
2. Click 'LOG IN'.

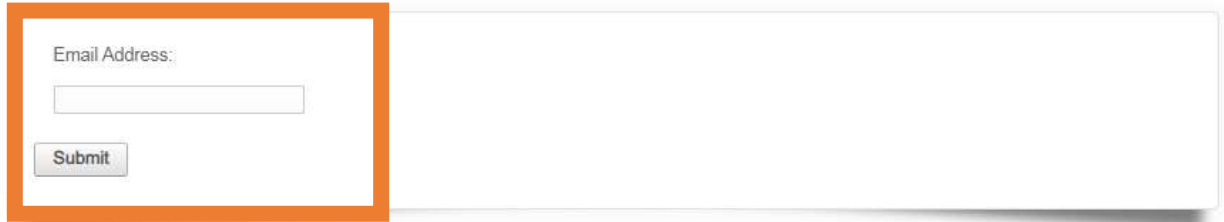


3. Then click 'Forgot Username'



4. Enter your email address and click submit
**Use the email address that is on file with CUES*

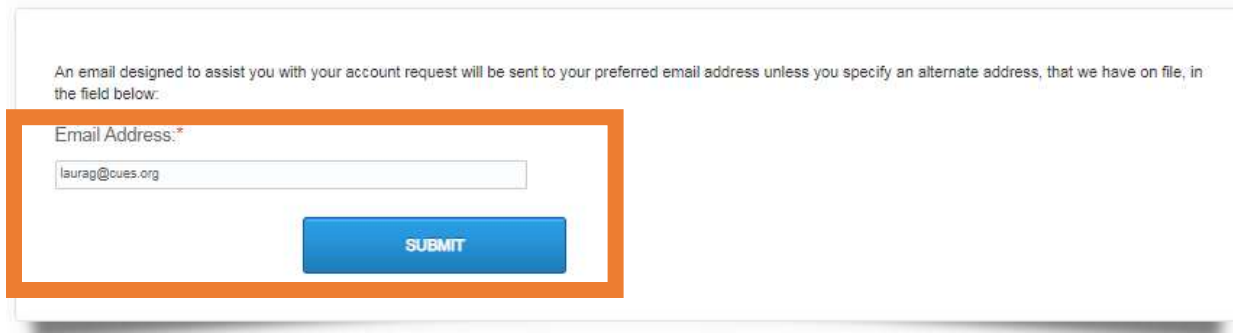
Please input your work email address. If you do not know the email address associated with your account, please email cues@cues.org to get access to your account.



Email Address:

Submit

5. Confirm your email address and click 'Submit'.



An email designed to assist you with your account request will be sent to your preferred email address unless you specify an alternate address, that we have on file, in the field below:

Email Address:*

SUBMIT

6. An email from cues@cues.org will be sent to the email address provided with your username and a link to setup your password.
**If you do not see the email in 5 minutes, check your spam/junk folder.*
**The link to reset your password is valid for 24 hours.*
7. Click the link to create your password. This will redirect you to cues.org.



Dear Laura,

You've requested your username or password information from CUES.

Your username is: **lgibbs2**

To update your password, [click here](#). This link expires in 24 hours.

Remember, your CUES login information can be used for both cues.org and CUmanagement.com.

If you have questions about your login or membership status, please contact CUES at **608.271.2664**; or email cues@cues.org. In Canada, please call **604.347.7097**.

Thank you!

8. Enter your new password, confirm it, and click submit
**Special characters are not recognized in passwords. Use only letters and numbers.*

New Password:

Confirm Password:

9. Your password has been created. Continue to login to cues.org.



PO Box 14167 Madison, WI 53708

Email: cues@cues.org | **Phone:** US: [608.271.2664](tel:608.271.2664) or [800.252.2664](tel:800.252.2664), opt. 2; Canada: [604.347.7097](tel:604.347.7097)