Reset Payment Center Password

1. Go to: https://centresuite.com/
2. To receive the password hint you previously created, choose [Forgot your password?]
3. To reset your password, chose [Reset Logon Credentials].
4. Enter Your User ID.
5. Enter your work email address you used when creating your Payment Center account and choose [SUBMIT].
6. The system will send an email to you. Choose [Continue]
7. Go to your email account. Depending on how you have your email account setup, your screen may look different than this screenshot. Watch for the email from notifications@centresuite.com. If you do not receive it in a timely manner, check your Junk Email folder. Once received, click on the link provided.
8. The link will take you back to Payment Center. Enter your user ID, click [Reset your password?], and [CONTINUE].
9. This screen will appear. Choose [OK].
10. Go back to your email account. Look for the new message from notifications@centresuite.com. Locate the new password. Either note or copy the string of characters.
11. Go back to Payment Center and enter your [User ID] and [Password]. The password is the one received in the email. Click [LOG ON].
12. Enter the [Old Password], which is the one you received in the email. Enter and re-enter your newly created password. Add a password hint and then [Save].
13. Select [OK], and you have finished resetting your password.