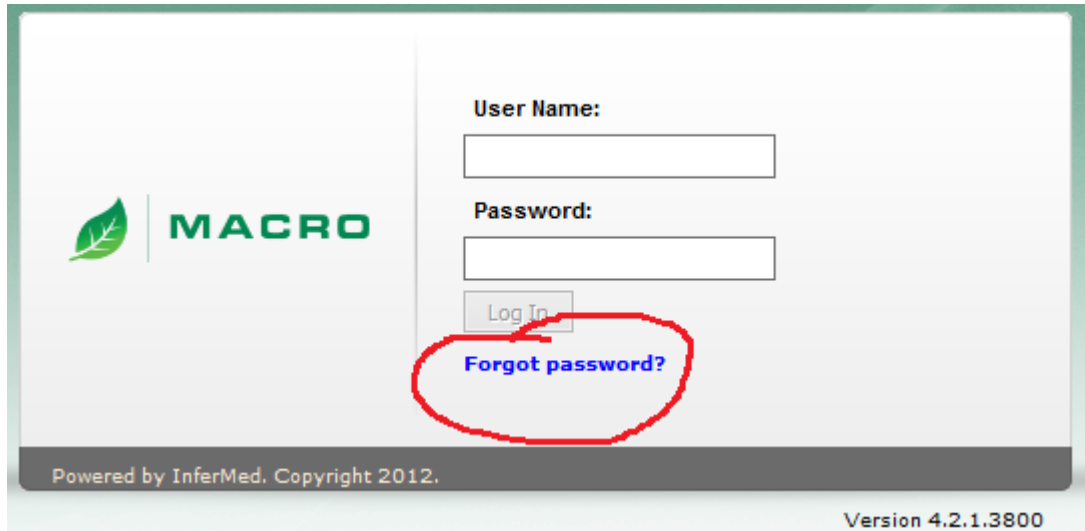


Instructions to follow if you have difficulty logging in.

If you fail to login 5 times your account will become automatically deactivated.

To avoid this, we suggest if you fail to login twice then click on the “Forgot password?” link on the Macro login screen.



Then please wait for the email to be sent to your inbox, this could take up to 15 minutes.

Please do not click again on the “Forgot password?” link.

You will then receive an email giving you a temporary use once password.

When you log in with this it will ask you to immediately change your password.

Your new password must meet the following criteria:

- 7-14 characters in length
- Contain at least one lower case letter
- Contain at least one upper case (capital) letter
- Contain at least one numeric digit
- Must be different to your last 10 passwords used for Macro

Please note you will be prompted to change your password every 6 months