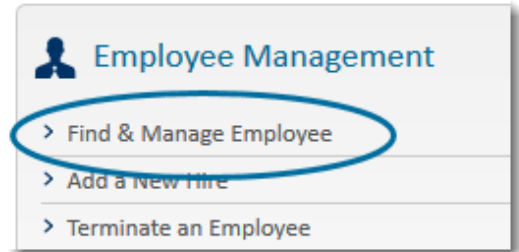




Resetting Password in MarketLink

1. On the Home Page of the HR Admin Portal, Click on **Employees** on the blue ribbon or **Find & Manage Employee** in the Employee Management section.



2. Search for the employee.

Manage Employees

SEARCH

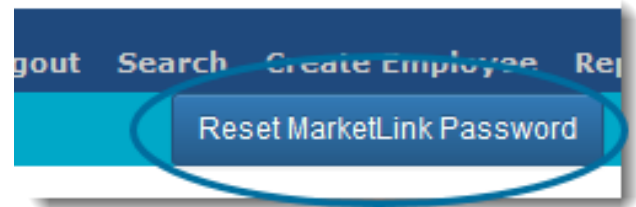
Sign into TIMS

Last, First, Middle Name

Employee Number

Social Security Number

4. Click on **Reset MarketLink Password**



3. Click on **Visit Employee in TIMS**

Please Note:

The Password will reset to the Default Password, which is:
The user's Date of Birth, lowercase first initial of first name, uppercase first initial of last name and exclamation point in the following format:
yyyymmddfL!
Example:
19550908aT!

Employee

Name: Amanda Test	Username: atest555515
SSN: 999-88-5555	Birthdate: 09/08/1955
Address: 123 Racer Street - Plymouth, PA 19462	Email:
Phone:	Employee Number: 99999
Gender: F	Employment Level: F
Status: Employee - Active	Hire Date: 01/18/2017

Local Time: 03/21/2018 09:58:17 AM (based on zip code)

Coverage Start Date: 01/18/2017

[Visit Employee in TIMS](#)