# **Reinsurance Broker Assistence**

**Reset Password** 



Bologna, 01/03/2019

# In the following screenshots the procedure to reset the password of a Reinsurance account:

1) access the reset password page (link «Ripristina Password» on the login page of the Reserved Area)



# Restore username and password for UnipolSai external account

### Welcome to restore password procedure

In the field below, indicate the username that has been assigned to you to access the site (eg "partners \ FP000000). Once the procedure is activated, you will receive an e-mail to your e-mail address indicated when assigning the user name with information on the next steps of the procedure.

### Insert your account

FP000000

Go to next step

## **Recovery support information**

- 1. The mailbox from which the recovery information is sent will not be shown to you for security reasons. Check the arrival of the email with the recovery information also in your SPAM folder (junk mail); in the event that the email is not received, contact the user support to verify the correctness or updating of the e-mail address you provided.
- 2. Sending the email may take a few minutes; before proceeding with a new request, wait and verify the information in point 1 because each request eliminates the previous request.
- 3. Restoring the username implies a new password assignment, this will be automatically generated to comply with the security rules and internal policies
- 4. If you do not remember which email address is associated with your username, contact the support office before proceeding



2) insert the userid in the format domain\userid (es. partners\RI123456XX) and click on «Go to next step»



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partners\RI123456XX

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3) an e-mail containing the link to reset the password will be sent

🔢 Italiano | 🎇 English

# Restore username and password for UnipolSai external account

#### Good! everything went well

The first part of the recovery process was successful.

Check your inbox, we sent you an email with the information needed to complete the restore process.

In case the mail with the recovery information is not received within 30 minutes, you will need to contact support with the usual methods

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### Insert your account

partners\RI123456XX

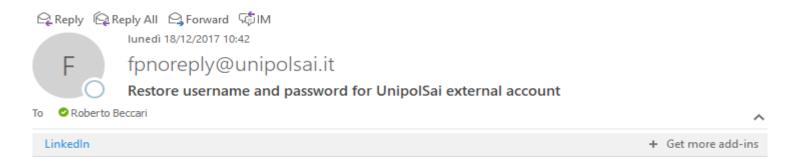
Go to next step

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## 4) e-mail containing the link to reset the password



#### Hi MARIO ROSSI

You have requested a procedure to restore the user and password, if you did not perform this request, DO NOT proceed further, if yes, click on the link.



### Click here to proceed with recovery

Do not hesitate to contact us for any problems or clarifications. Greetings. Utenti esterni UnipolSai

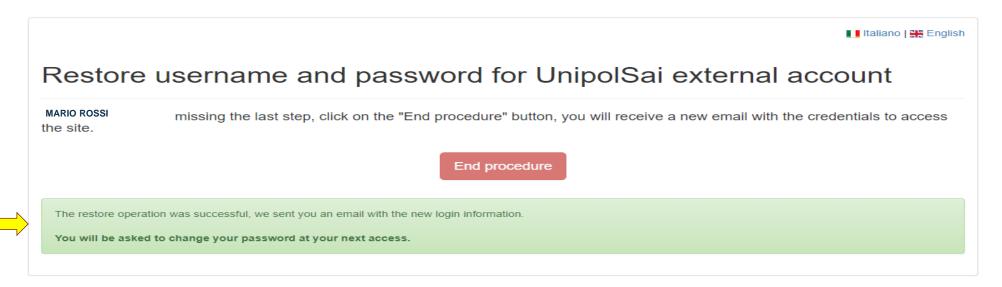
Tutte le informazioni contenute in questo messaggio di posta elettronica ed i file ad esso allegati sono riservati e possono essere utilizzati esclusivamente dal destinatario specificato. L'accesso all' e-mail e l'eventuale uso del suo contenuto da parte di un qualsiasi soggetto a ciò non autorizzato sono severamente proibiti. Nel caso in cui si riceva il messaggio per errore è assolutamente vietato usarlo, copiarlo o comunque divulgarlo mediante comunicazione e/o diffusione e bisogna provvedere sia alla sua cancellazione sia alla distruzione di tutte le copie esistenti. Ringraziamo anticipatamente per la vostra preziosa collaborazione. This message is for the designated recipient only and may contain privileged or confidential information. If you have received it in error, please notify the sender immediately and delete the original. Any other use of the e-mail by you is prohibited. Thank you in advance for your contribution.



5) access the link contained in the e-mail and click on «End procedure»

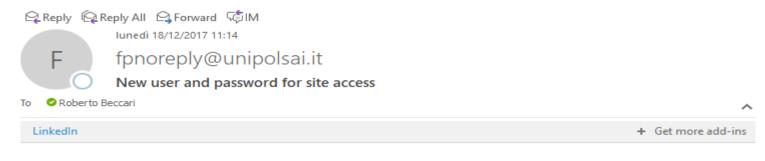


6) an e-mail containing a new temporary password will be sent





7) e-mail containing the new temporary password to login to «Area Riservata Riassicuratori»



### Hi MARIO ROSSI

The information associated with your user has been reset to access the site.

These are your new login details:

User: PARTNERS\RI123456XX Password: Password1

You will be asked to change your password when you next log in.

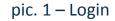
Do not hesitate to contact us for any problems or clarifications. Greetings.

Tutte le informazioni contenute in questo messaggio di posta elettronica ed i file ad esso allegati sono riservati e possono essere utilizzati esclusivamente dal destinatario specificato. L'accesso all' e-mail e l'eventuale uso del suo contenuto da parte di un qualsiasi soggetto a ciò non autorizzato sono severamente proibiti. Nel caso in cui si riceva il messaggio per errore è assolutamente vietato usarlo, copiarlo o comunque divulgarlo mediante comunicazione e/o diffusione e bisogna provvedere sia alla sua cancellazione sia alla distruzione di tutte le copie esistenti. Ringraziamo anticipatamente per la vostra preziosa collaborazione. This message is for the designated recipient only and may contain privileged or confidential information. If you have received it in error, please notify the sender immediately and delete the original. Any other use of the e-mail by you is prohibited. Thank you in advance for your contribution.



8) at the next login to «Area Riservata Riassicuratori» (pic. 1) the temporary password sent by e-mail has to be changed (pic. 2). ATTENTION: do not digit the string PARTNERS\ (indicated in the e-mail) into the textbox Username.

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Usernan	ne	
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pic. 2 – Change Password