

HOW TO HANDLE PASSWORD MAINTENANCE IN REEMPLOYCT

Under federal law (publication 1075), ReEmployCT passwords must expire every 90-days. You may be prompted to change your password when you log in to [ReEmployCT](#) to file your quarterly taxes.

FORGOTTEN PASSWORD / ACCOUNT LOCKED:

- 1) Access ReEmployCT
(https://reemploycttax.dol.ct.gov/accessct/faces/login/login_local.xhtml)
- 2) Enter your User ID in the Log In section
- 3) Leave the Password blank
- 4) Check the box that you are not a robot and complete the required task
- 5) Select Forgot Password
- 6) Message will display that a temporary password is sent to your email.
- 7) Check your email for your temporary password

Once you have your temporary password, complete steps 1-4 again using the temporary password for #3. You will then be prompted to change your password.

CHANGE / EXPIRED PASSWORD:

1. Access ReEmployCT
(https://reemploycttax.dol.ct.gov/accessct/faces/login/login_local.xhtml)
2. Enter your User ID and password (or temporary password) in the Log In section
3. Check the box that you are not a robot and complete the required task
4. Select Log In
5. Change your password
6. Enter your password
7. Enter new password (Your new password must be at least 14 characters long with one upper case letter, one lower case letter, two numbers, and two special characters)
8. Reenter new password
9. Select Submit

FORGOT USER ID:

- 1) Access ReEmployCT
(https://reemploycttax.dol.ct.gov/accessct/faces/login/login_local.xhtml)
- 2) Leave User ID and Password blank
- 3) Select Forgot User ID
- 4) Click the 2nd link, "ReEmployCT User ID/Password Resets (jotform.com)" under Employers or Third-party Agents bullet and fill out the form.