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Creating a password



The website is highly secure and has special requirements for passwords.

1. Passwords must be at least **six characters** in length.
2. Must contain one number and one uppercase letter.
3. You cannot repeat numbers, letters or characters:
NO: Water777 **YES:** Water15
NO: Baggy1 **YES:** Bearing1
NO: Water7!!! **YES:** Water7!
4. Characters cannot be in chronological order.
NO: Water123456 **YES:** Water15
NO: ABCDEF1 **YES:** Miami1
NO: Define1 **YES:** Paris1
5. Your username cannot be your password.
5. Create a password that can be easily updated throughout the year.
6. Find a secure location to write down your username and password.

Easy format to create a 6-character password

<u>M</u>	<u>i</u>	<u>a</u>	<u>m</u>	<u>i</u>	<u>1</u>
Uppercase letter	Lowercase letter	Lowercase letter	Lowercase letter	Lowercase letter	Number
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Uppercase letter	Lowercase letter	Lowercase letter	Lowercase letter	Lowercase letter	Number

Create your own

This format also works for passwords with more characters, such as Supreme1 or Nicholas39. With this format, you can easily update your password each month:

Month 1:	Miami1	Month 4:	Miami4
Month 2:	Miami2	Month 5:	Miami5
Month 3:	Miami3	Month 6:	Miami6

Your username is lowercase. It's important to remember this when typing and logging in.

Password not working? Forgot password?



- 1.
- 2.
- 3.
- 7.

Forgotten Password for Schaeffer Shop

• Username

 8.

Go to www.schaeffershop.com

In the box, type your FNBBEESFTT.

In the Password box, type your password.

Click the Login button.

After trying to log on, you realize you forgot your password or it's not working.

Stop trying after two attempts to avoid disabling your account.

Click the Forgot Your Password link.

8. Enter your username and click the Remind Me button.
9. In about 10 minutes, you will receive an email with a temporary password.
10. The website is highly secure and has special requirements for passwords. **Follow the steps on page 2 for creating a password.**
11. In the Password box, type your current password.
12. In the New Password box, type your new password.
13. In the Confirm New Password box, retype the same new password - careful with your typing!
14. Click the Login button.