

- 1 Upon the first login to the reQuest system, all current users will be required to reset their password credentials. Go to <https://request.gorequire.com> then click **Forgot Password**.



- 2 Enter your previously established Username and then click **Password Recovery**. You will receive an email with a temporary password sent to the email on file associated with your Username.



- 3 Return to <https://request.gorequire.com> and enter Username and temporary password, then click **Login**.

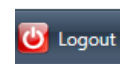
You will be prompted to change your password. Enter the temporary password provided into the Current Password box. Select your new password, and retype to confirm. Then click **Change Password**. Now you may logout of the application by clicking Logout, in the bottom left corner of the screen.



### Note: Passwords must:

- Have 8-25 characters
- Contain at least 1 number
- Contain at least 1 special character (!, @, #, &, \*, ?)
- Cannot be a password used in password history

*\*Please contact our Business Services Department at 877-505-5400 if you require assistance for password reset.*



- 4 In your closing software, verify all file information for accuracy. Review the reminders in Microsoft Word and click the **Go reRequire** button when ready.

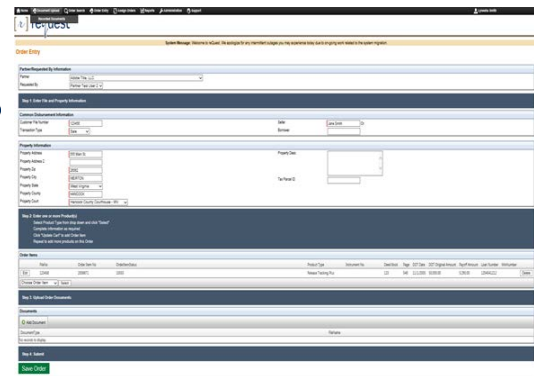


- 5 The document will now close and your internet browser will open.

Depending on your login status, you may be asked to login again. Enter your Username and Password, and you will then be directed to the Order Entry Page.



Or, you will be directed to the Order Entry Page.

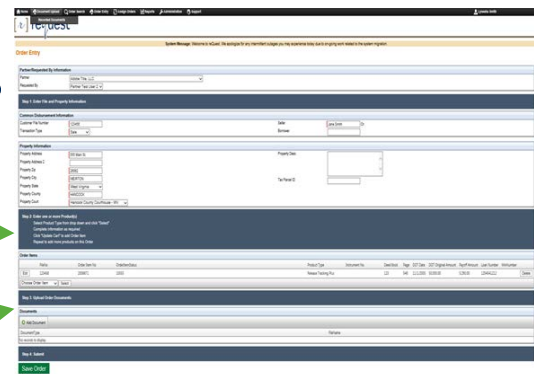
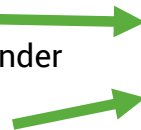


- 6 Your file information will be populated in the reRequest system.

Information populated by the merge process is displayed under *Step 2* in Order Item block.



You may attach documents to your order under *Step 3* in documents block.



- 7 Click **Save Order** to save your order successfully.



**Save Order**