Go to the website [www.centresuite.com](http://www.centresuite.com)

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**Welcome to CentreSuite®**

### Logon

<table>
<thead>
<tr>
<th>Additional Information</th>
<th>Enter credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Forgot your password?</strong></td>
<td><strong>User ID</strong></td>
</tr>
<tr>
<td><strong>Unlock/Reset password?</strong></td>
<td><strong>Password</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Password1</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Language</strong></td>
</tr>
<tr>
<td></td>
<td><em>English (United States)</em></td>
</tr>
</tbody>
</table>

![Log On button](image)

**Terms & Conditions** and **Privacy Policy**

Supported Browsers: Microsoft Windows version of Internet Explorer 7.0 or 8.0

Rév. 07/06/2011
For security reasons, the website will ask you to fill out questions and answers in order to identify you.

We strongly recommend printing these questions and answers for future reference.

Once the four questions and answers are completed, click "Continue".
Since it is a secured website containing confidential information, you will be asked to read and accept a license agreement.

- Scroll down to the end and click "I Agree".
The next page asks you to change your default password to a new one.

You must now choose a **new password**, which must include:

- A minimum of 7 characters and a maximum of 25 characters
- At least one lowercase character
- At least one uppercase character
- At least one numeric character
- No special characters
  * the chosen password will probably be changed on a regular basis.

Should you forget your password, the "**Hint**" you filled out in this section will be sent via email when you click on "**Forgot your password?**” on the homepage.

- Once you’re done, click "**Submit**", you will be redirected to the homepage of your Centre Suite account.