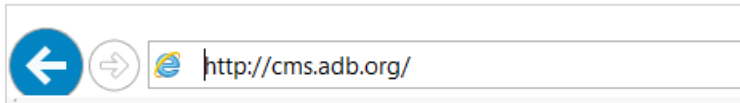


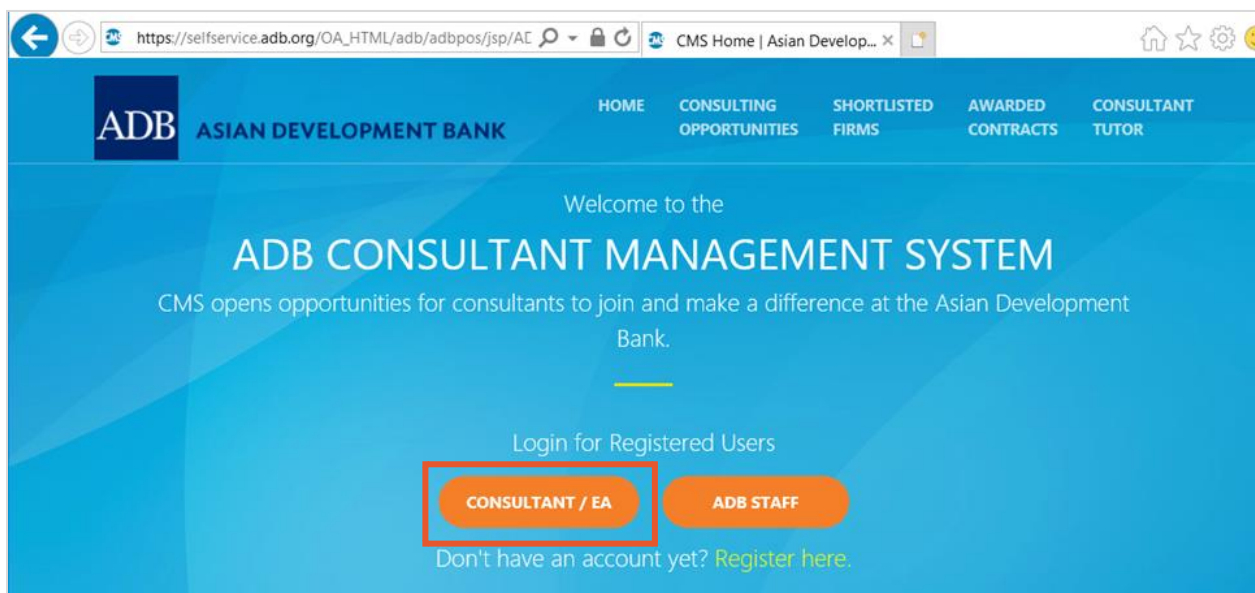
## Using the Login Assistance in the Consultant Management System

Below are the steps for users who have forgotten their passwords.

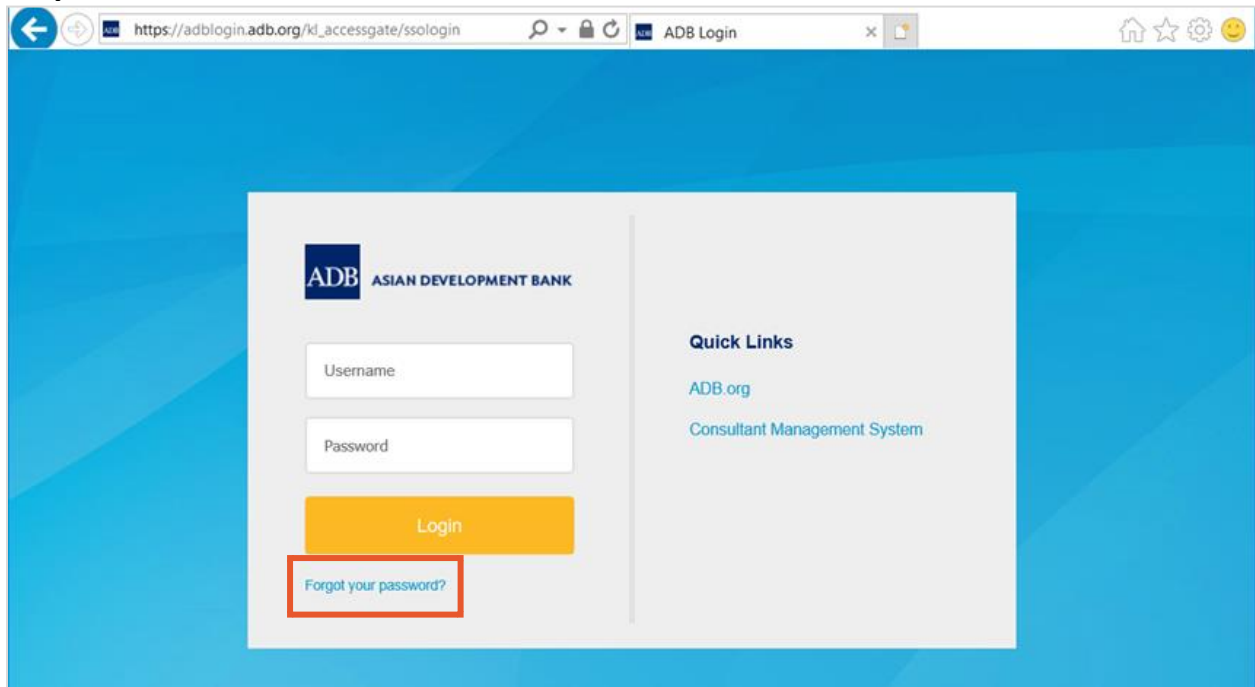
**Step 1** – Login to CMS via <http://cms.adb.org>



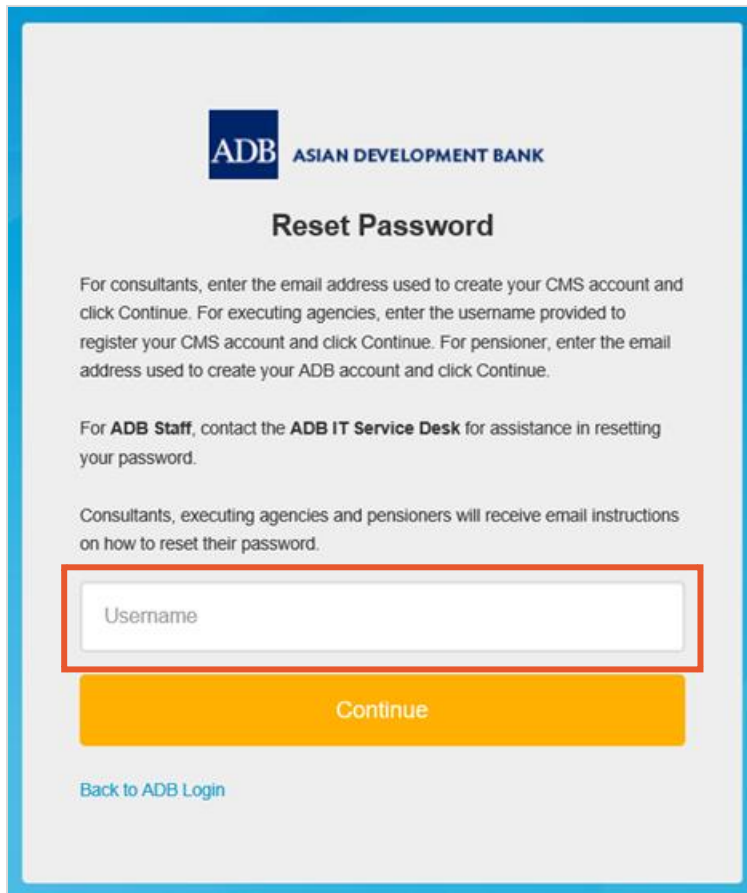
**Step 2** – Click on **Consultant / EA** button



**Step 3 – Click on **Forgot your password?** link**



**Step 4 – Enter the **Email or Username** and click on the **Continue** button.**

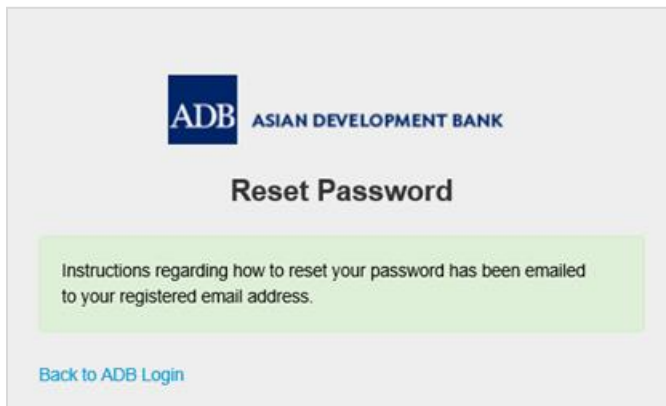




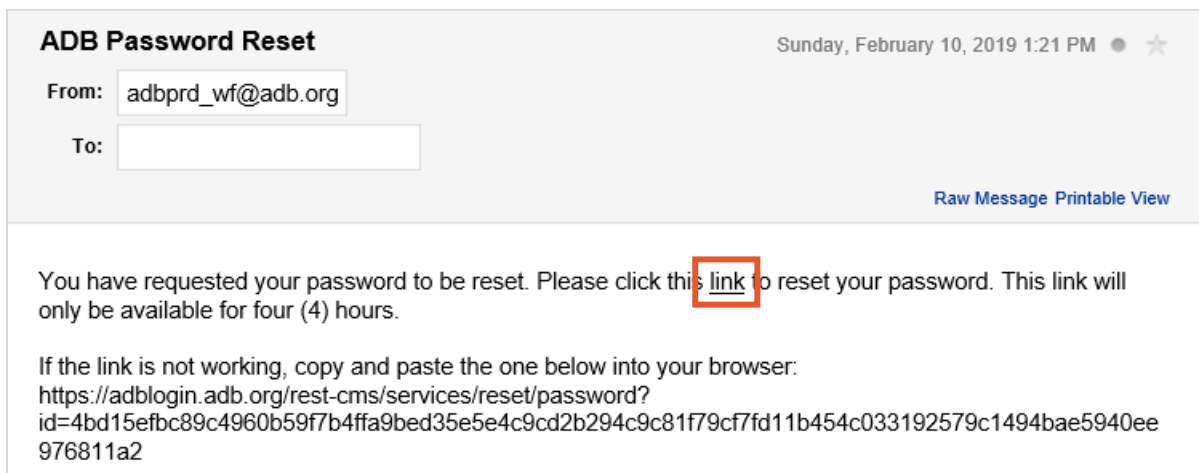
Note

If there is a need to change the email address or user name, kindly forward the request to the CMS Registration Admin <[cmsregister@adb.org](mailto:cmsregister@adb.org)>.

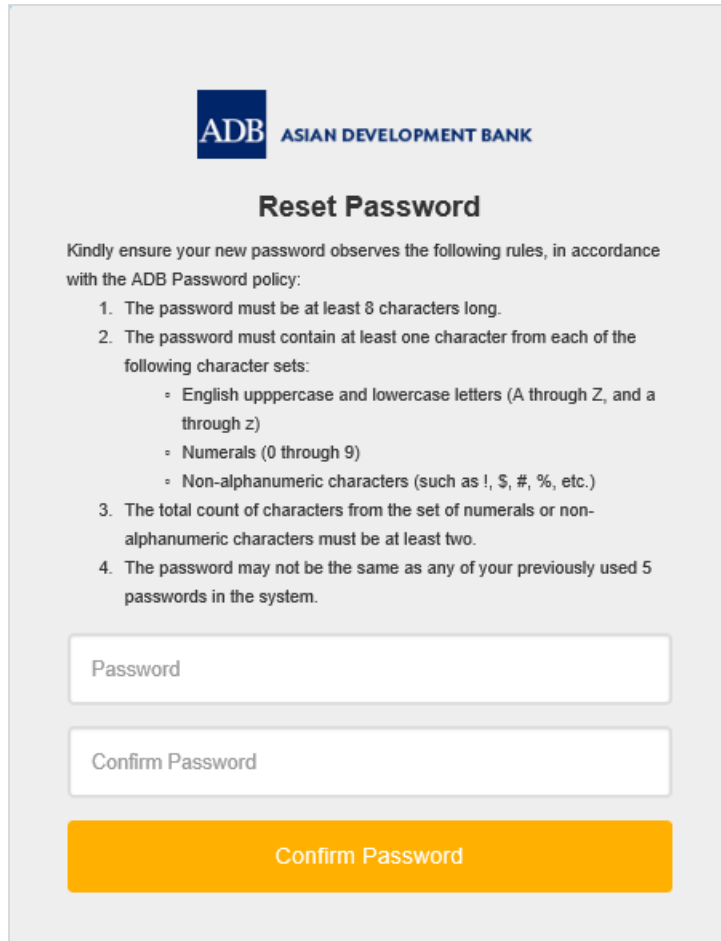
**Step 5** – A confirmation message that the password reset has been sent to the email will be displayed. Click on **Back to ADB Login** to return to login page.



**Step 6** – A system generated notification will be sent to the email address indicated. Click on the [link](#).



**Step 7** – Upon clicking the [link](#), the window to Reset the Password will be displayed. Provide the new password and re-type the new password in the Confirm Password box. Ensure that the new password conforms to the rules as enumerated in the window. Once done, click on the Confirm Password button.



The screenshot shows a web form for resetting a password. At the top left is the ADB logo (Asian Development Bank). The title is "Reset Password". Below the title, there is a paragraph of instructions: "Kindly ensure your new password observes the following rules, in accordance with the ADB Password policy:". This is followed by a numbered list of four password requirements. Below the list are two input fields: "Password" and "Confirm Password". At the bottom is a large orange button labeled "Confirm Password".

**ADB** ASIAN DEVELOPMENT BANK

### Reset Password

Kindly ensure your new password observes the following rules, in accordance with the ADB Password policy:

1. The password must be at least 8 characters long.
2. The password must contain at least one character from each of the following character sets:
  - English uppercase and lowercase letters (A through Z, and a through z)
  - Numerals (0 through 9)
  - Non-alphanumeric characters (such as !, \$, #, %, etc.)
3. The total count of characters from the set of numerals or non-alphanumeric characters must be at least two.
4. The password may not be the same as any of your previously used 5 passwords in the system.

Password

Confirm Password

Confirm Password