

# Employ Florida (EF)

## USER ID AND/OR PASSWORD RESET INSTRUCTIONS



1. Click on the Forgot Username/Password link at the top of the page

Username Password SIGN IN † Please select a language: ▼

[Screen Reader Theme](#) | [Not Registered? Learn How and Why](#) | [Forgot Username/Password?](#)

2. Select Option 3 –Forgot User Name and Password

### Option 3 - Forgot User Name and Password

If you have forgotten your User Name and password, please click [retrieve both](#). You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account.

3. Select “Individual” and click on Next

NOTE: Do NOT click on “Go to Contact Staff” as this will result in you receiving an email with the same instructions as this form.

\* Did you register as  Individual  Employer

Next >>

[\[ Go to Contact Staff \]](#)

4. Enter your personal information: First & Last Name, Zip code, Date of Birth, Social, Zip and click on Submit

### Your Information

\* First Name:

\* Last Name:

\* Date of Birth:  (mm/dd/yyyy) 📅

\* Social Security Number:  (no dashes) !

\* Confirm Social Security Number:  (no dashes)

\* Zip Code:

Submit

5. Answer the Security Question that you selected when first creating the account and click Verify

### Security Question Response

Security Question: What is your favorite pastime?

\* Security Question Response:

6. The system will then provide your Username and allow you to create a new password.
7. If you have any problems or questions, please see a CSPIN representative for assistance.