

## PEPweb

### Instructions for retrieving a forgotten username and/or password:

1. Log onto [www.pep-web.org](http://www.pep-web.org)
2. Look for the word, "Login" at the far right corner and click on it.
3. The blank "Login" boxes will appear, below these boxes you will see a section labeled **"Can't remember your username and/or password?"** Read the instructions you will find there and then click on, "[please click here](#)," a new window will open taking you to the PaDS database. Click on the button labeled "Click here" which appears next to the words, "Forgotten your Username / Password?" Another box will then appear, asking you to enter your email address (please note, the email address you enter **MUST** be the one that PEP has on record for you). After you enter your email address, press "Send." Within a few minutes your username and password will be emailed to you. To verify that you have done this correctly, at the top of the screen you will see a message that says, "Your username and password has been sent to your registered email address."

Example of an email sent via this service:

-----Original Message-----  
From: sales@psychoanalystdatabase.com  
[mailto:sales@psychoanalystdatabase.com]  
Sent: 06 February 2009 10:28  
To: johndoe@email.com  
Subject: PaDS Resend Password Email

Your User Name is: AFreud  
Your Password is: access101  
Kind regards from Pads customer services

If you do not receive this email, it might be because it is getting caught in your spam filter. So please make sure to add the following email address to your allow/safe list:

**sales@psychoanalystdatabase.com**