

CMLS Guide: Password management

Log in

New users will be provided with a username and temporary password by DCP. During the first log on attempt, all users will be required to change their password. Enter your username and temporary password into the log in screen and click Login. Follow the prompts to change your password.

If you have forgotten your username, please contact your DCP Contract Manager.

Password requirements

Passwords are case sensitive and must meet the following requirements:

- at least 8 characters long
- must include one character from at least three of the following: uppercase letters, lowercase letters, numbers, and special characters
- new passwords may not have been used previously.

Forgotten password

Follow the below steps if you have forgotten your CMLS password:

1. Navigate to the CMLS login page.
2. Under **Forgotten Password**, click the 'click here' hyperlink next to DCP Service Providers.

Forgot your password?

DCP Service Providers [click here](#)

3. Enter your **username**.
4. Click **Send**.

Forget your password?

Please enter your username in the box below to reset your password.

Username:

5. An email containing a password recovery link will be sent to your email address.

Dear Phoebe Farncomb,

Your password for the Nimblex system found at <https://cpsvrnmblixu/app> can be changed using this link: [https://cpsvrnmblixu/app/ResetPassword.aspx?](https://cpsvrnmblixu/app/ResetPassword.aspx?username=pfarncomb&token=958cf561-2b7e-458a-a1c6-67974ea4bb4b)


[username=pfarncomb&token=958cf561-2b7e-458a-a1c6-67974ea4bb4b](https://cpsvrnmblixu/app/ResetPassword.aspx?username=pfarncomb&token=958cf561-2b7e-458a-a1c6-67974ea4bb4b)

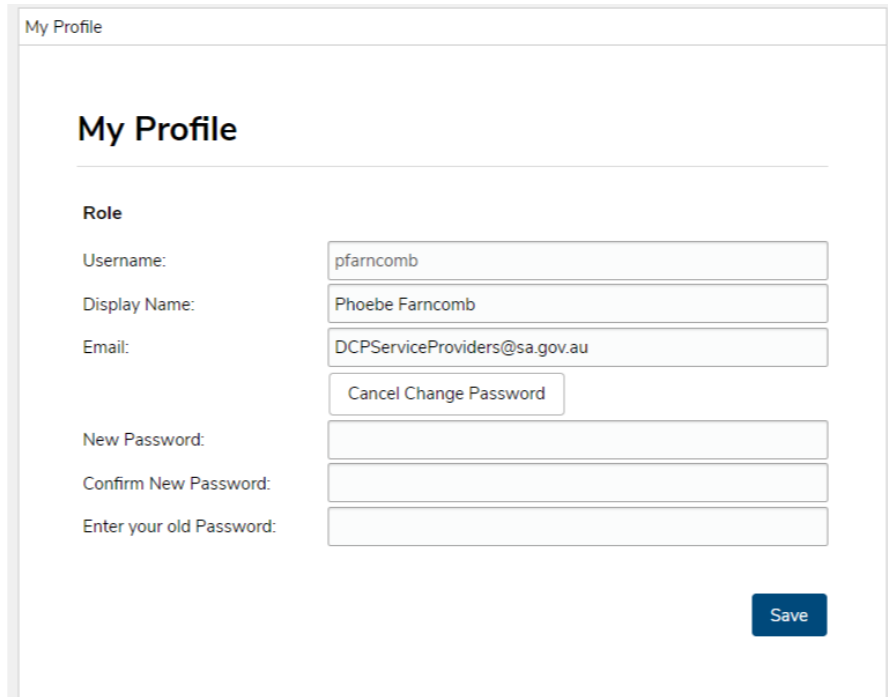
6. Click on the **second link in the email** (highlighted above).

7. Enter a **new password** and click **Accept**.
8. Return to the login page.
9. Enter your **username** and **new password** and click **Login**.

Change password

To change your password in CMLS, follow the below steps:

1. Login to CMLS.
2. Click on the **Account Settings button**  and select **My Profile**
3. Click the **Change password button**.
4. Enter your **new password** in the new password and confirm new password fields.
5. Enter your **old password**
6. Click the **Save button**



My Profile

My Profile

Role

Username:

Display Name:

Email:

New Password:

Confirm New Password:

Enter your old Password:

7. Use your new password next time you log into CMLS.

Locked out

As a security measure, CMLS will temporarily lock a user's account if they attempt to log in (unsuccessfully) a number of times in a short space of time.

If you are locked out, please wait for 5 minutes then try to log in again. If this does not work, contact your DCP Contract Manager who can arrange for your account to be unlocked.