

Have you lost or forgotten your MyLeo password.

Open your browser (*preferably Google Chrome*) and type in the address bar: www.hzpc.myleo.com.

Click "I don't know my password".

On the next page type your username (HZPC in capitals followed by your certificate holders number) and the captcha code. Click the grey arrow.

Now wait until you receive an email from MyLeo.

Do not close your browser!

You will receive an email with a link to change your password. Click that link.

You will be redirected to the page where you are able to choose a new password.

Do not close your browser!

Enter the new password two times. Use at least one capital, one lower case and 1 number. The password is at least 8 characters. Click the "request code" button once.

Do not close your browser!

You will receive an email with a 6 digit verification code.

Enter the code and click the "change" button.

You will receive another email confirming that your password has been changed.