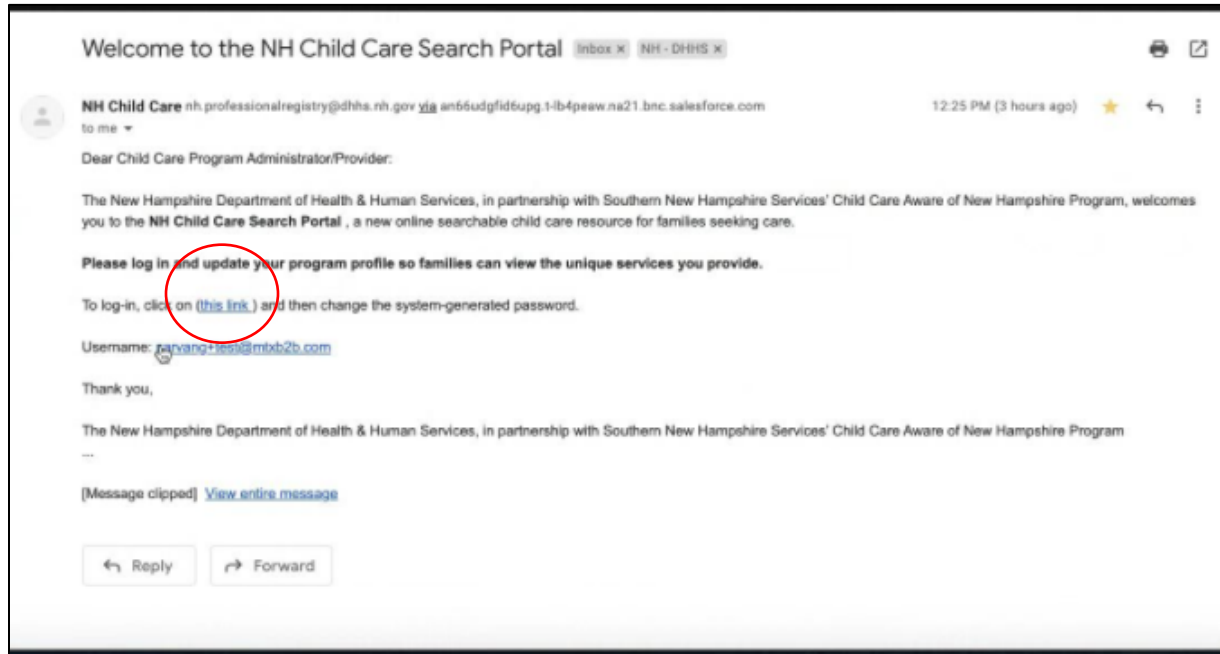
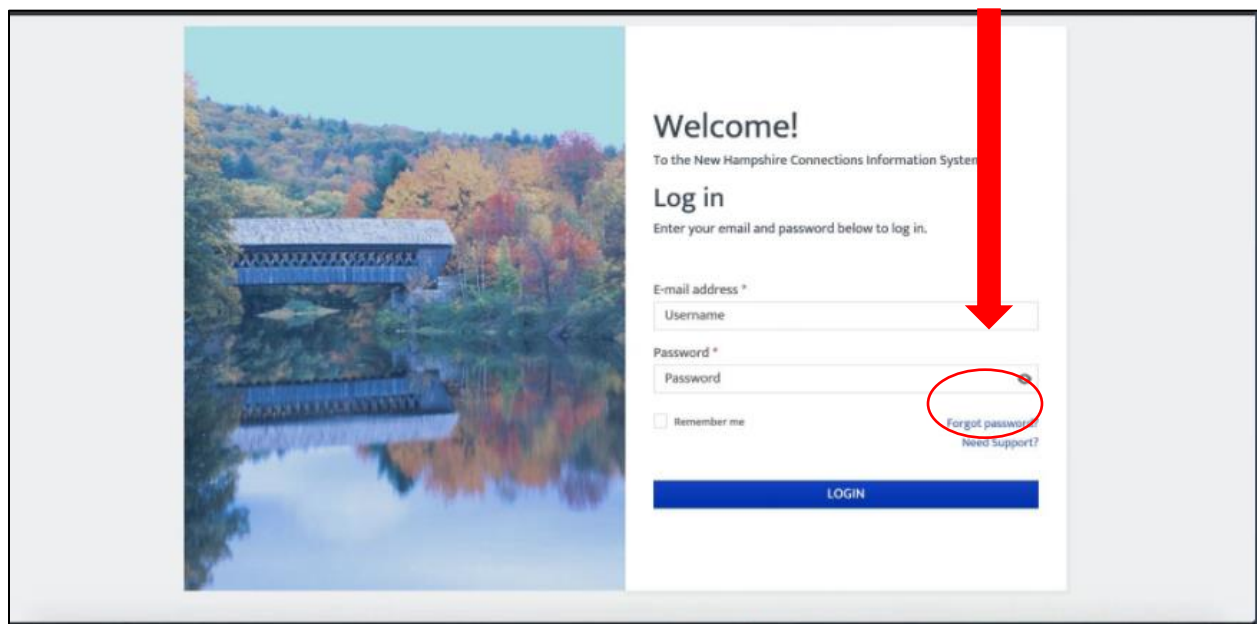


Hello Provider,

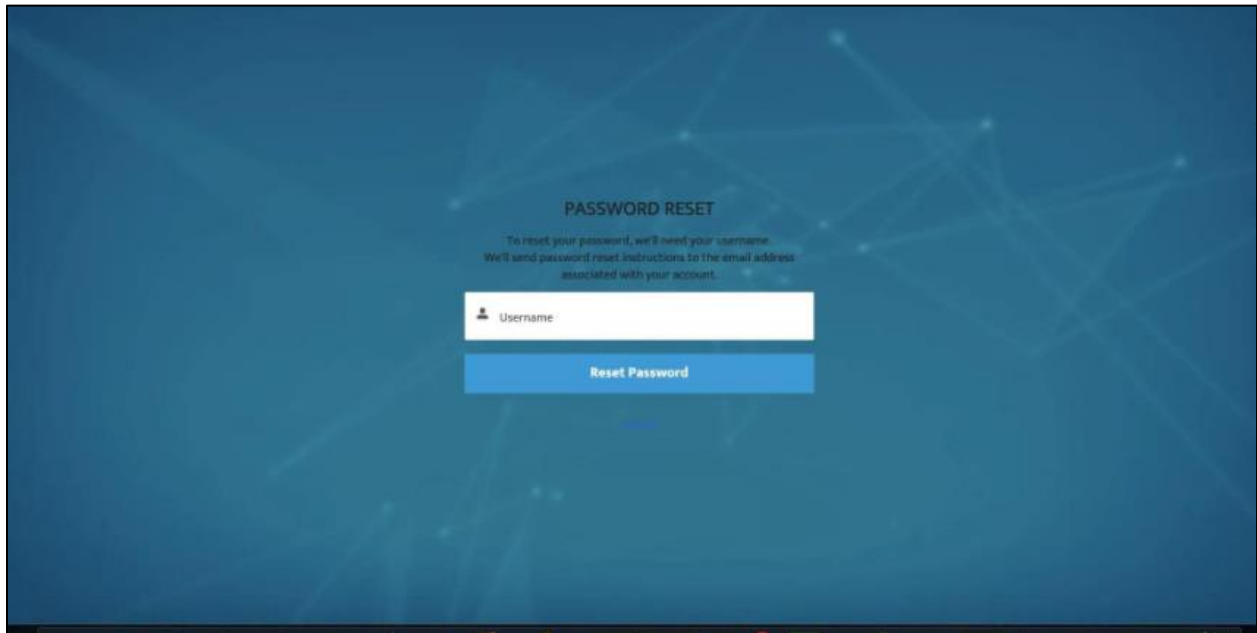
Thank you for accessing the New Hampshire Connections Information System (NHCIS). To access your Program Profile through this portal, **you will need to receive a live link from Salesforce** (See screen shot below). Please note that you also must be the program administrator, site director, or director listed with the NH Child Care Licensing Unit to obtain this access to the system at this time.



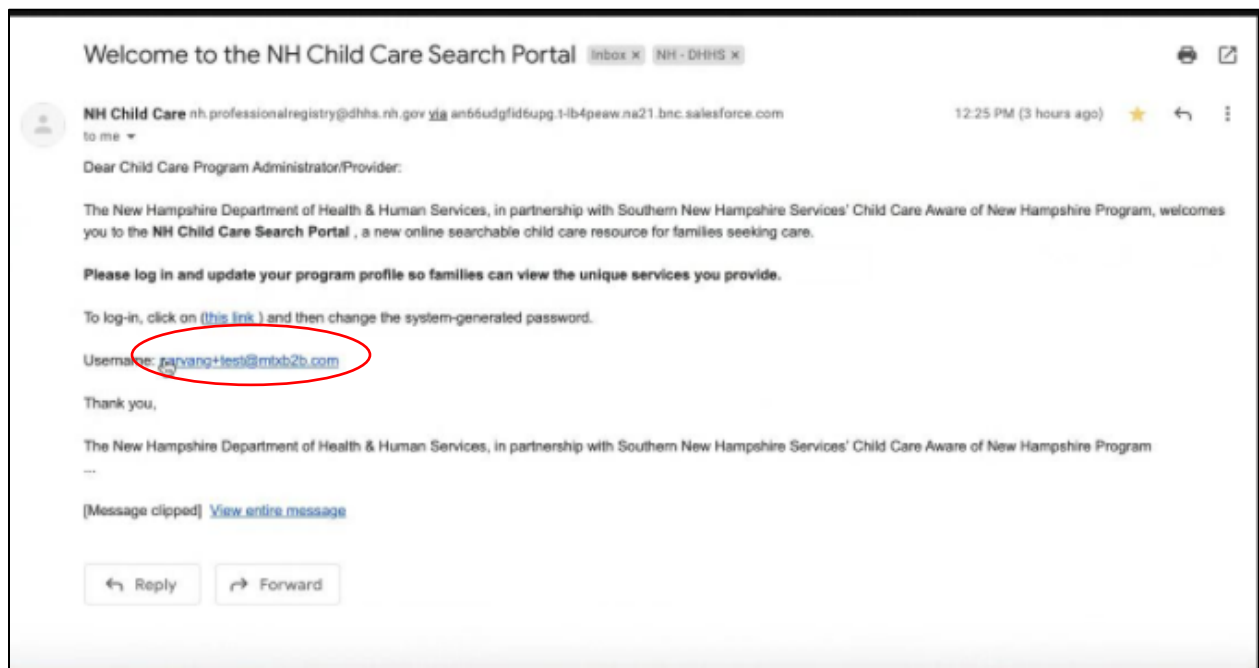
Once you **click on the link in the email above**, you will be redirected to the "Welcome" screen. Please **click on the text "FORGOT PASSWORD"**.



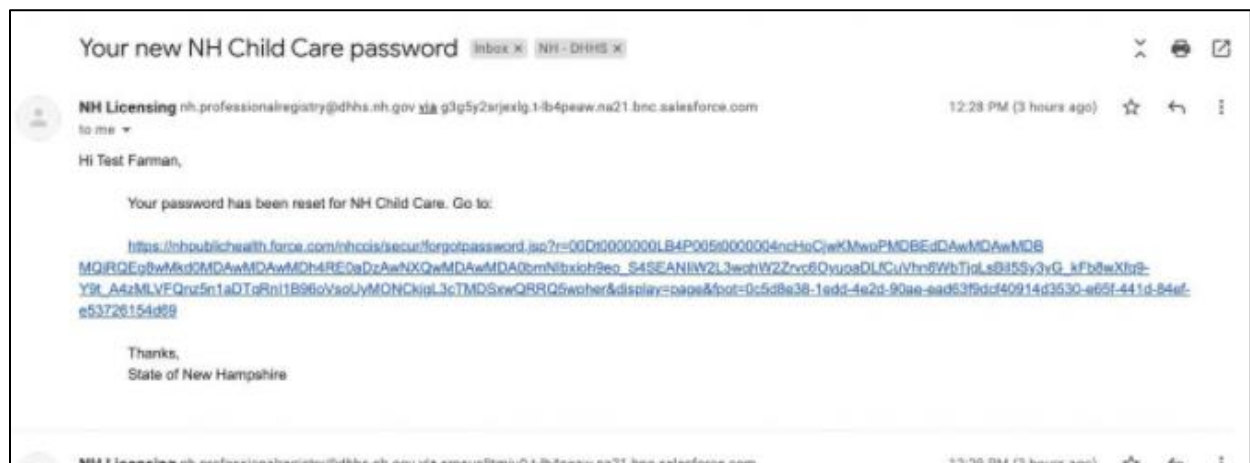
Once you click on the **“FORGOT PASSWORD”** text link, you will be redirected to the page below. Please enter your Username (see original email for this username).



You can find your Username here (see below sample of the first Salesforce email):



Once you enter your Username, you will receive an email in your inbox similar to the sample below. Please click on the full link within this email to reset your password. Once you complete this step, you should be able to update your program information in your profile.



In the event, you are unable to complete this step, please contact Child Care Aware of New Hampshire at (603) 578-1386, ext. 2528 or ext. 2533 or via email at crr@snhs.org. Please use subject line "NHCIS Program Profile Access" when emailing. Thank you.