



FCEMS GRANT PASSWORD RESET INSTRUCTIONS

Resetting Your Password

Step 1

To reset your password, go to our website <https://osfcegrants.osfc.pa.gov>

Enter your User ID in the "user id" field then click the "[Click here to reset your password](#)" link under the login box. Do not click reset password more than once.

Sample Image Copy

User ID

Password

Log On

[Click here to reset your password](#)

New User?

[Click here to create User ID](#)

An email containing your temporary password will be sent to the email address listed in your grant application.



Step 2

To log in, enter your user id in the "user id" field

Copy and paste the temporary password into the "password" field. See copy and paste instructions below.

Click "Log On".

You will be required to change your password once you log in.

In the "Old Password" field, you will enter the temporary password you were emailed. In the "New Password" field, you will create your new password.

In the "Confirm New Password" field, you will type your new password again. Click "Save" at the bottom of the page.

Instructions on how to copy and paste your temporary password

You will need to highlight the temporary password first.

To highlight the temp password, hold the left side of your mouse down and drag the cursor over the entire "temporary password".

To copy the highlighted temp password, hold the "ctrl" key then press the letter "C" key. To paste the temp password, hold the "ctrl" key and press the letter "V" key.