

HOW TO – Self Reset my Password in APCIRCUIT®

APCIRCUIT® PC Home Banking Service is the main system of our APCI eCU suite of electronic banking services. APCIRCUIT allows you to reset your password. To do so, you will need to know your APCIRCUIT ID. If you do not know your ID, you will need to contact Member Services during normal business hours.

1. Visit apcifcu.org and click “Forgot Password?”



2. On the Password Self Reset page enter your APCIRCUIT ID, the E-mail Address you have on file with the Credit Union and your preferred personal E-mail Subject for your password reset email. Click “Continue” to proceed.

Password Page Self Reset ?

Please enter your APCIRCUIT ID

E-mail Address on file

E-mail Subject [What's this](#)

3. You will see a message as follows:

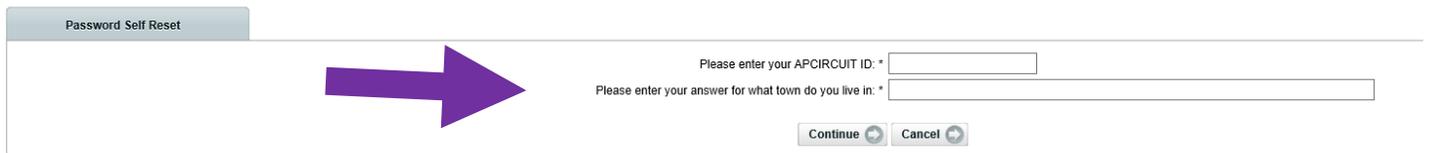
Password Page Self Reset ?

Thank you. You will receive an e-mail shortly with instructions on how to reset your Password.

4. When you receive the e-mail, make sure it has the email subject you entered on the previous screen in the e-mail subject line.
 - a. The e-mail will contain the information below. Click on the “click here” link to continue resetting your password.

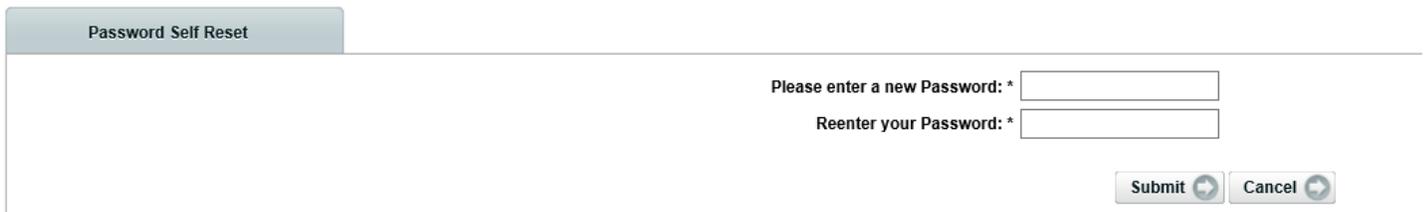
You have requested that your APCIRCUIT Password be restored. To confirm this request, please [click here](#). This link will be valid for 2 hours.

- b. Enter your current APCIRCUIT ID and the answer to the password reset question that you created and then click “Continue.”



The screenshot shows a web form titled "Password Self Reset". It contains two input fields: "Please enter your APCIRCUIT ID: *" and "Please enter your answer for what town do you live in: *". Below the fields are "Continue" and "Cancel" buttons. A large purple arrow points from the left towards the input fields.

- c. Enter a new password and reenter to confirm. Then click “Submit.”



The screenshot shows a web form titled "Password Self Reset". It contains two input fields: "Please enter a new Password: *" and "Reenter your Password: *". Below the fields are "Submit" and "Cancel" buttons.

- d. You will receive confirmation that your password has been reset. You can log in to APCIRCUIT by clicking “Go to Login Page.”



The screenshot shows a web form titled "Password Self Reset". It displays a confirmation message: "Your Password has been changed successfully." Below the message are "Go to Login Page" and "Close Browser" buttons.