

User (Agent) Instructions for first time login to Title Toolbox

1. **Go to** website address provided to you [specific URL address]
2. Click **Login** at the top-right
3. Click **Recover it now** in the lower-left of the Login box
4. Enter your email address (the one used to create your account) and click **Submit**

→ If you see a message stating '**Email has been sent**'

The correct email address was entered and you will receive an email titled '**Title Toolbox Password Request**' which includes your password.

*(Once you login to your Title Toolbox account, you can change your password by clicking the **My Account** icon at the top-right.)*

→ If you see a message stating '**We cannot locate that email address**' either:

The wrong email address was entered -- Try using a different email address if you think this may be the cause.

You do not yet have a Title Toolbox account -- Go to the website address provided to you and click to **Sign up**.

(Once you submit your information to create an account, an email will be sent to the Title Rep you selected. Once the Title Rep approves your account, you will receive an email notification and can log-in and use your Title Toolbox.)