



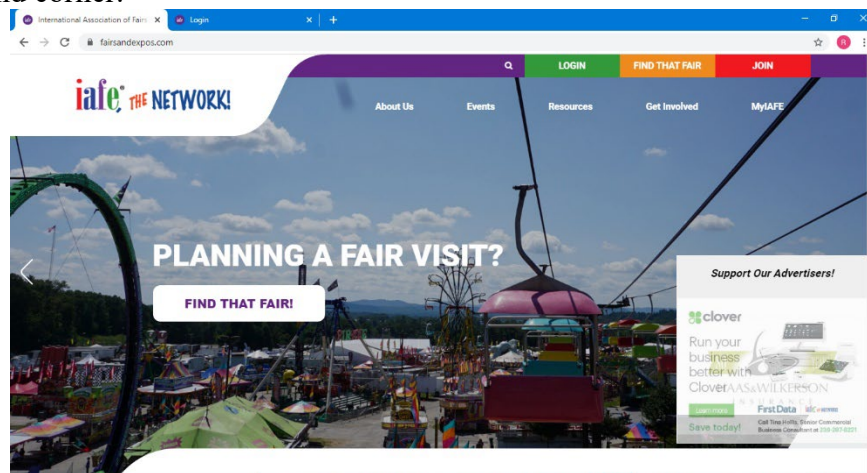
## Password Update Changes (www.fairsandexpos.com) Taking Effect May 5!

In order to continue to provide a safer website user experience and compliance with web security standards, the company that hosts the IAFE membership database is instituting password complexity requirements. ***These requirements will take effect May 5, 2020.*** On this date, all IAFE Members-Only web site passwords will need to be changed to ensure these requirements are met:

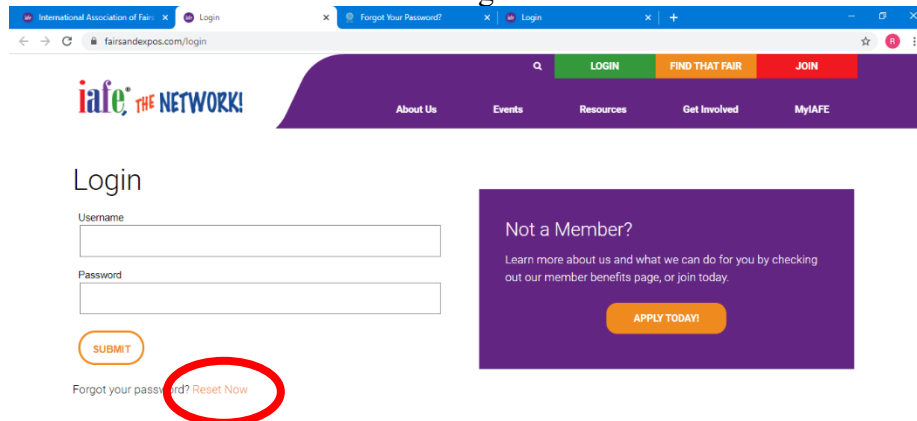
- Password must be between 8-32 characters long
- Must contain one upper case letter
- Must contain one lower case letter
- Must contain one number
- Must contain one special character (i.e. #, !, @, \$, &, etc.)
- If any of your previous 4 passwords have met the above requirements, the new password must not match any of those 4 previous passwords.

To change/update your password, please follow these steps:

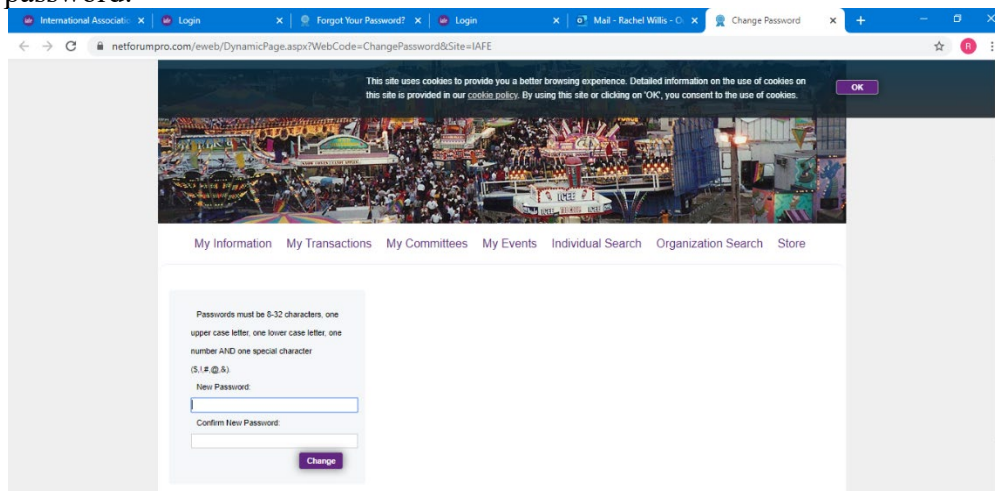
1. Visit [www.fairsandexpos.com](http://www.fairsandexpos.com). Click the green “Login” button on the top right-hand corner.



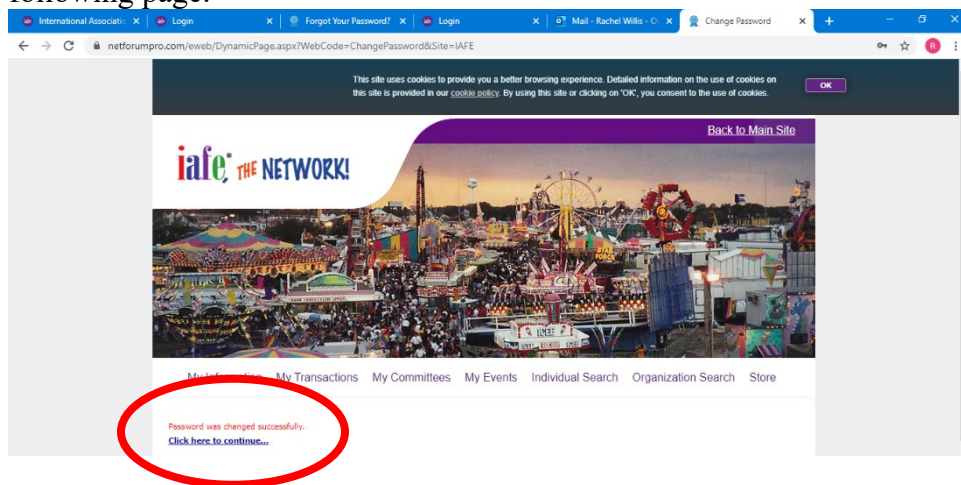
2. Click the “Reset Now” link under the login section.



3. Enter your email on the next screen to receive an email with a link to reset your password.
4. Click the link within the email. You will be redirected to a page to reset your password:



5. You should receive a “Password was changed successfully” message on the following page:



If you have any questions or need further assistance, please contact the IAFE office at [iafe@fairsandexpos.com](mailto:iafe@fairsandexpos.com) or 800-516-0313.