**Employee Portal Login FAQs**

Q. **How do I know my username and password?**

A. Your employer may send you an email invitation to sign up to use the employee portal. You will create your own username and pass\word to access the portal.

Q. **What do I do if I forgot my username?**

A. On the employee portal login page: hhtp//www.my patriot.com/ Click “Forgot Password?” Enter the email address on your record, and your username reminder will be emailed to you.

Q. **What do I do if I forget my password?**

A. On the employee portal login page: hhtp//www.my patriot.com/ Click “Forgot Password” Enter your username and email address on your record. Steps to reset your password will be emailed to you. Due to security reasons, your employer will not be able to look up or reset your password for you. Your employer can add or fix your email address, if you’re having issues receiving the reset email.

Q. **How do I change my password?**

A. If you know your password and want to change it, log in and click “Manage Login Info” on the Home page, and click the “Change Password” tab. Enter your current password and your new password and click Save. You can use any combination of letters, numbers, and special characters, at least eight characters long.

Q. **Can I change my username?**

A. If you need to change your username, log in and click “Manage Login Info” on the Home page, and click the “Change Username” tab. Enter your new username and click Save. You will be automatically logged out and you must log in with your new username. If a username has already been used, you will see a message to choose another username.