

How to Reset Client Portal Password

1. Access the client portal login page by navigating the Client Center on the Aspen Capital Management website, www.aspencapitalmgmt.com, and selecting the “Client Vault” button on the right side of the web page. The portal login page should look like the image below:



ASPEN CAPITAL
MANAGEMENT

demo@aspencap.com

.....

Remember My Device

Sign In

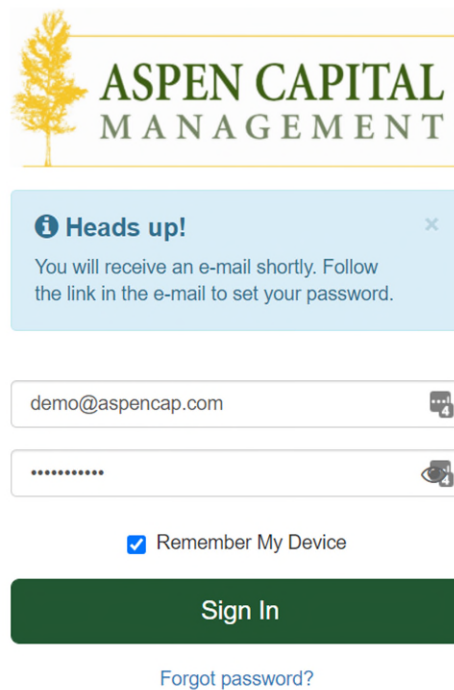
[Forgot password?](#)

2. Click the “Forgot password?” link under the Sign In button

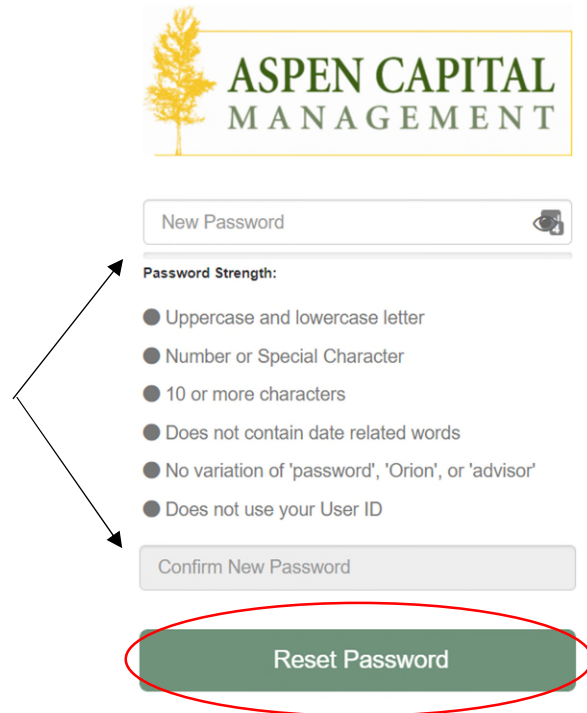
3. If you do not remember your username, please reach out to our team and we will be happy to provide it for you. Enter the username in the correct field and click the “Send Me Instructions” button.



4. At this point, you should see the following screen:



5. Please check your email (this will be the primary email address our firm has on file for you) for an email from NoReply@aspencapitalmgmt.com with a link to reset your password. Once you click on the link in the email, you will be prompted to create a new password:



The screenshot shows the Aspen Capital Management logo at the top, featuring a tree icon and the text "ASPEN CAPITAL MANAGEMENT". Below the logo is a text input field labeled "New Password" with a visibility toggle icon. Underneath is a "Password Strength:" section with six requirements, each preceded by a radio button: "Uppercase and lowercase letter", "Number or Special Character", "10 or more characters", "Does not contain date related words", "No variation of 'password', 'Orion', or 'advisor'", and "Does not use your User ID". Below these requirements is a "Confirm New Password" input field. At the bottom of the form is a green "Reset Password" button, which is circled in red. Two black arrows point from the left side of the form towards the "Password Strength:" section and the "Confirm New Password" field.

6. Make sure you meet all the listed requirements on the screen for a secure password, click “Reset Password,” and you should be set!

Feel free to reach out with any additional questions to our office at 208-345-0174.