MYBGCA

Please use the following guide when resetting your password.

Overview

Our new platform allows accounts to update your password quickly and easily in minutes and not days.

Here are 3 ways this can be achieved.

Reset Password within your Profile

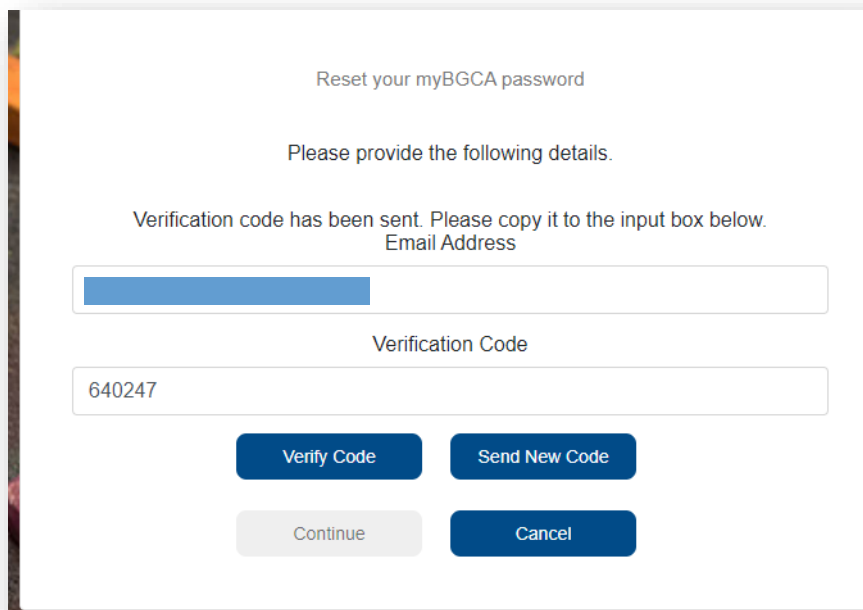Once you've logged in, you can click on the round icon with your initials and select Edit Profile.
Look for the menu option – **Change Password** from the top navigation.
Enter your old password and then the new one and save.

Password Reset – cannot remember my password

We've all forgotten a password and now there are no worries with our new portal. Complete the following 3 steps and your password is ready to be used.

1) Click the option "Forgot Password" just below the password field on the login screen.
2) Enter your email address.
3) Open your email and get the code, paste in the Verification Code Field and click Verify Code:

For account support, please reach out to your CEO or HR person.

4) Create your new password and Continue.

Reset your myBGCA password

Please provide the following details.

New Password

New Password

Confirm New Password

Confirm New Password

Continue   Cancel

NEW FEATURE

CEO or Delegate can request a password reset!

We have enabled your CEO or Delegate the ability to send you over a new password. It is similar to the second function. They can login and locate your account. Then send a password reset. Check your email and you are able to login and create your new password when you are ready!

With our enhanced function, you won't need to send an email to the helpdesk and wait. It can be completed in a matter of minutes!

For account support, please reach out to your CEO or HR person.