

*Notice Emailed to Outdoorlink Users on 11/12/2021*

**Dear Outdoorlink Portal Member,**

Effective January 2022, changes will be made to Outdoorlink's Portal Login that will impact all Users and API Integrators. These changes will include enhanced security measures and new sign-in options, such as:

- Users and API Integrators will be prompted to create a new login password in accordance to updated complexity requirements.
- Security features such as multi-factor authentication (MFA), password rotation, and session time-out will become options per organization.
- Social logins via Google and Facebook will be available per organization.

The following pages elaborate on these changes and guide users through the updated login steps. Please call the office if you have questions about these changes that are not answered by this document.

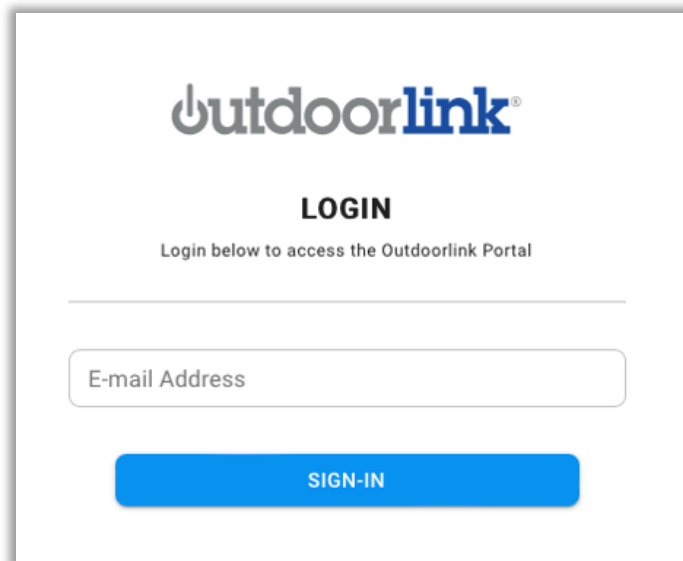
Thank you for your business,

***The Outdoorlink Team***

## Outdoorlink Portal Upgrades Effective January 2022

Beginning mid-January 2022, users will be logged out of the Outdoorlink Portal website and prompted to login through new security measures.

1. Visit [portal.outdoorlinkinc.com](https://portal.outdoorlinkinc.com) to begin.
2. Enter your username (email address) on the login screen:



outdoorlink®

**LOGIN**

Login below to access the Outdoorlink Portal

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E-mail Address

**SIGN-IN**

3. A second login screen will appear. Enter your username (email address) and **current password**.

**Outdoorlink®**

**LOGIN**

Login below to access the Outdoorlink Portal

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E-mail Address

Password

SIGN-IN
CANCEL

[FORGOT PASSWORD?](#)

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or login with

GOOGLE

- ▶ **If your current password meets the complexity requirements**, then no password update is required, and you may continue using this same password.
- ▶ **If your current password does not meet the complexity requirements**, then a password update is required.

4. If your current password is unknown, click on, "Forgot Password?" Skip to Step 7 if not applicable.
5. After selecting, "Forgot Password," and entering your email address, a 6-digit passcode will be emailed to you from [support@outdoorlinkinc.com](mailto:support@outdoorlinkinc.com) with the subject line, "Your Verification Code."
6. Go back to the login page to enter the 6-digit code and create a new password that meets the complexity requirements.

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**RESET PASSWORD**

Enter the confirmation code sent to your e-mail to reset your password

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A code was sent via email to: c\*\*\*@o\*\*\*.com

2

2

7

9

3

1

Password

Verify Password

- ✓ Password length >= 8
- ✓ Contains uppercase letters
- ✓ Contains lowercase letters
- ✓ Contains numbers (0-9)
- ✓ Contains symbols (!@#\$\$%^&\*)

SUBMIT

CANCEL

- When creating a new password, all five criteria listed on the login page must be met, and the “Password” and “Confirmation Password” must be identical to proceed.

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**UPDATE PASSWORD**

Set a new password for accessing your account

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You must set your password to continue logging in.

Password

Confirmation Password

- ✓ Password length >= 8
- ✓ Contains uppercase letters
- ✓ Contains lowercase letters
- ✓ Contains numbers (0-9)
- ✓ Contains symbols (!@#\$\$%^&\*)

- Click Submit to finalize the new login process.