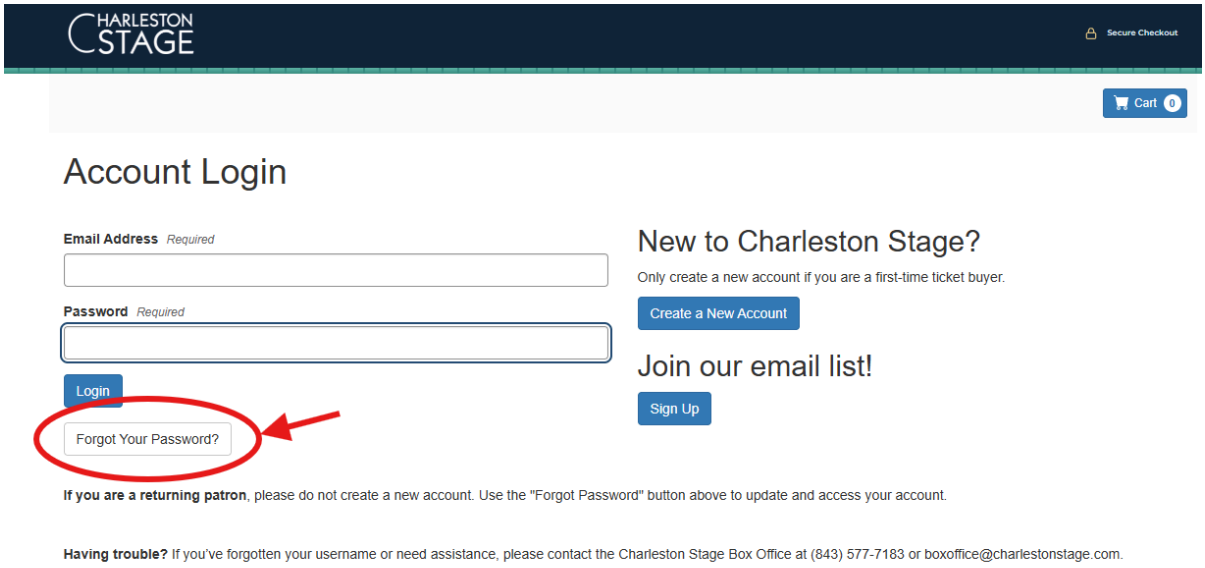
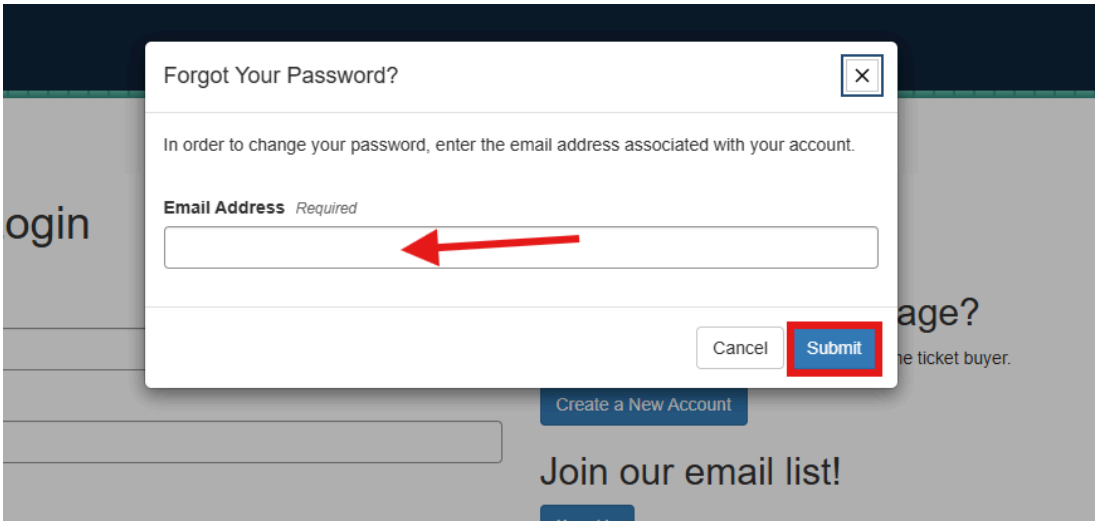
PASSWORD RESET

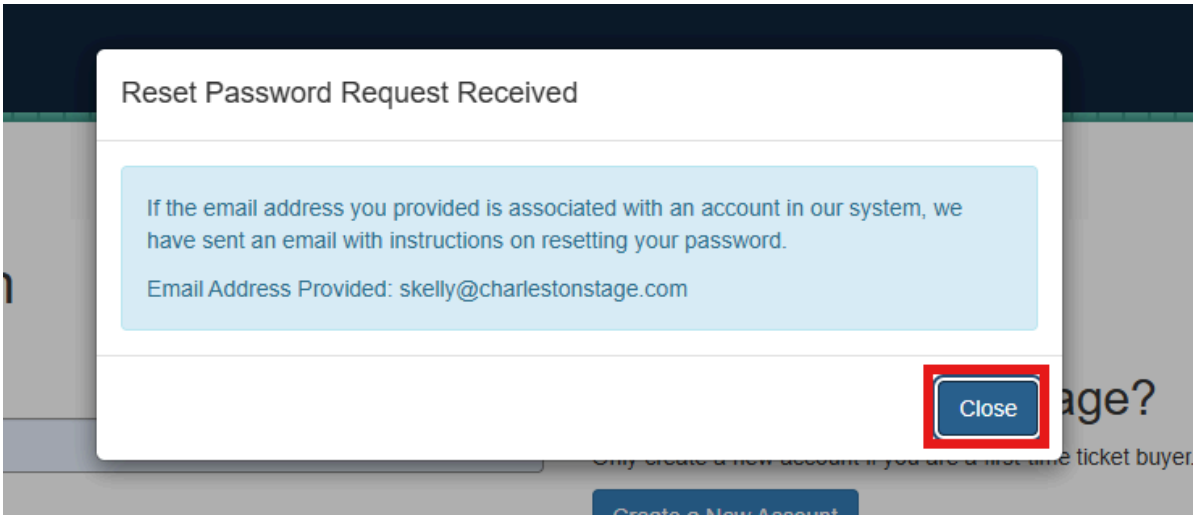
Step 1: Once you have selected “My Account” from the top menu bar of Charleston Stage’s website CharlestonStage.com, click the “Forgot Your Password” button:



Step 2: In the window that appears, enter the email address that received these instructions and click the “Submit” button:



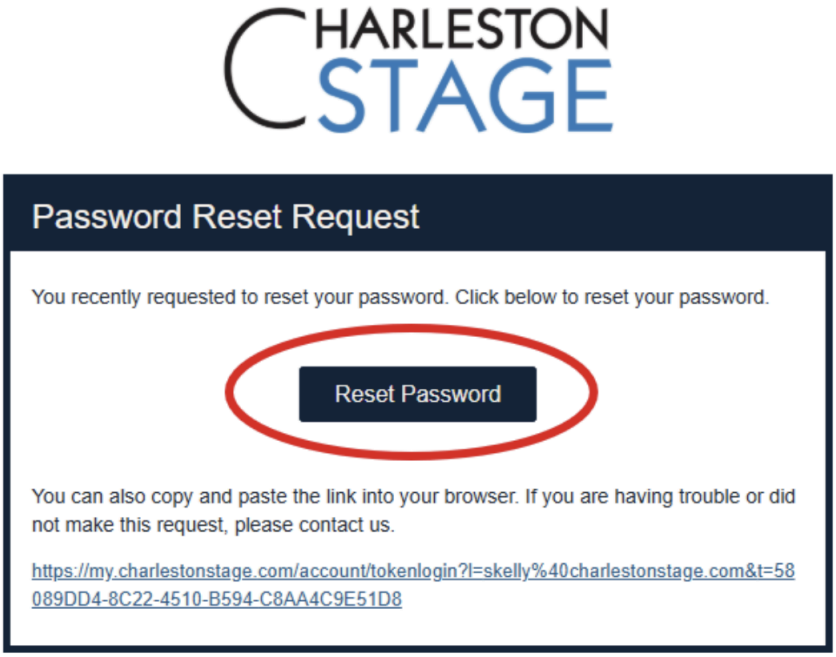
Step 3: You will receive a confirmation pop-up. Click “Close” and navigate to your email inbox.



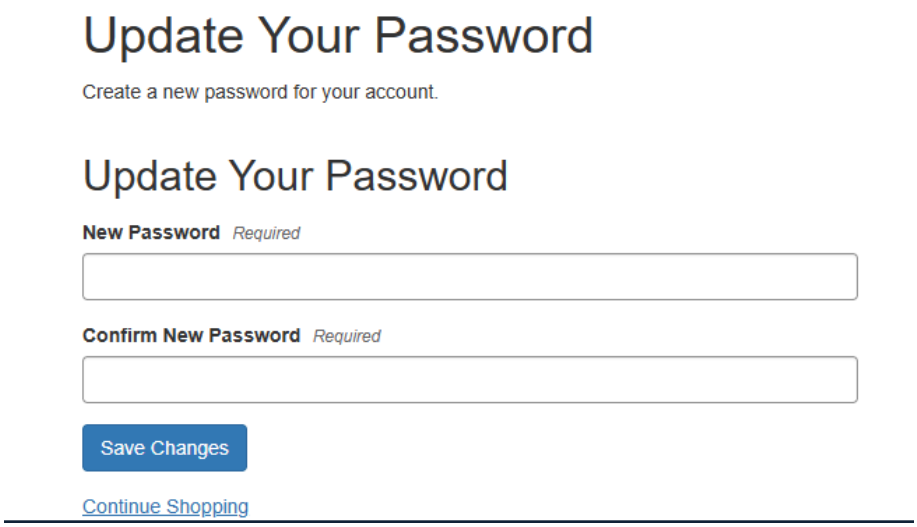
Step 4: Locate the email from Charleston Stage with the subject: **Charleston Stage - Password Reset Request**. If you don’t see it in your inbox, be sure to check your spam/junk folders.



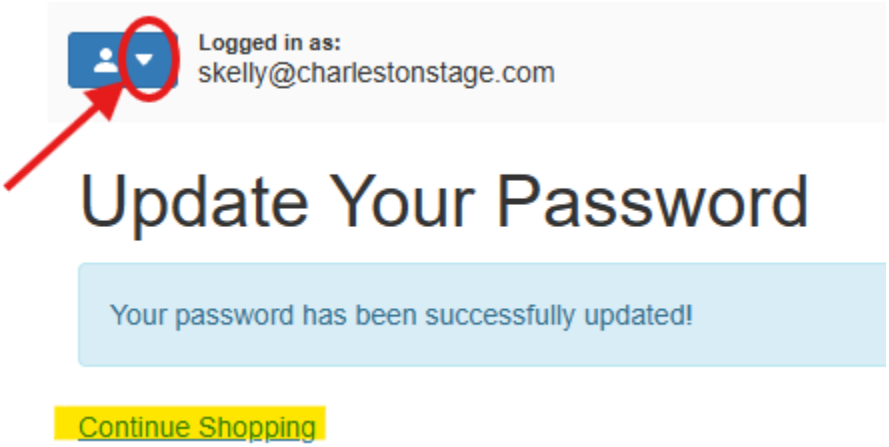
Step 5: The email will look like this. Click the “Reset Password” button to be redirected to the password reset page.



Step 6: Here you will enter a password and confirm the password by entering it a second time.



Step 7: You will receive a confirmation message. You may click “Continue Shopping” to be redirected to the list of events or click the arrow to the left of your login status to open the Account Navigation Menu.



Step 8: From this menu you can navigate to different pages in your account.

