



ACCESSING THE APPLICATIONS PORTAL

Setting your password / expired passwords

1

Prior to logging in you need to set up your password. Please access the Password Manager Page at <https://passwordmanagerexternal.firstms.com>

2

Type your email address and click the OK button

3

Select the Forgot My Password – Email Verification option and click the Next button. (You will receive an email with a verification code)

4

Type in the verification code in the email, click the Next button and you will be prompted to change your password

5

To comply with the password policy, your password must contain: at least 10 characters, 1 uppercase and lowercase characters, at least 1 special character and a number. (e.g. **November#1**)

Logging in to the Applications Portal

1

Please access the Applications Portal at <https://applications.firstms.com/> and type in your email address as your username and your password

2

The Applications Portal page will be displayed and you will be able to access **docuPREP** and **MyPortView**