

## Step-by-Step Guide to Resetting your Password

This is a step-by-step guide to assist you in resetting your password.

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1. All current career opportunities are located on our Careers Page on AUI's website:  
<https://www.apexutilities.ca/careers>

2. At the top right hand corner, select the "Sign In" link.



[Find Opportunities](#)

[U.S. English](#) ▾

[Sign In](#)

3. You will be redirected to the sign in page. Click on the green "Apply Now" button.

[Tweet](#)

Lead, Construction & Maintenance - NW  
(Westlock)

[Apply now](#)

4. You will be redirected to the registration page. Click "Create/Reset your password" button to reset your password.

Please sign in.

Email

Password

[Sign in](#)

[Create/Reset your password](#)

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*Don't have an account? [Register](#)*

5. Enter your email address that is associated with your account.

## Create/Reset your password

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Changing it is simple.

Enter the email associated with your account.

[Continue](#)

[Wait, I remember](#)

6. You will receive a notification asking you to check your email.

## Please check your email.

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We sent a link to [REDACTED] with the subject line Password Reset .

If you don't receive the email:

- check your Spam or Junk folder.
- confirm the email address provided is accurate and [reset your password again](#).

7. In the email that was sent, click on the link in the email to reset your password.

**Note:** The email states you are resetting your password for your TriSummit Utilities Inc. account. TriSummit is the parent company of Apex Utilities Inc.

**From:** [identity-noreply@ultimatesoftware.com](mailto:identity-noreply@ultimatesoftware.com)  
**Date:** February 9, 2021 at 2:32:34 PM MST  
**Subject:** TriSummit Utilities Inc. Password Reset

[Click here to create your new password.](#)

You recently requested a password reset for your TriSummit Utilities Inc. account.

For security reasons, this link will expire in 20 minutes or after you reset your password.

If you didn't request this, you don't have to do anything. Your existing password will continue to work and you can delete this email.

Thank you,  
TriSummit Utilities Inc. Team

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8. When you have clicked on the link, you will be redirected to reset your password. Once you have created and confirmed your new password per the requirements, click on the blue "Reset Password" button.

Reset your password.

Password length: 8-50  
Letters: 2  
  Uppercase: 1  
  Lowercase: 1  
Numbers: 1  
Special characters: 1

Create new password

Confirm New Password

[Reset Password](#)

9. You will receive confirmation that your password has been successfully changed. Click on the blue "Continue" button to be redirected to the sign in page.

Success!

You have changed your password.

Continue

10. Enter in your new password and click the blue "Sign In" button.

Please sign in.

Email

Password

Sign in

[Create/Reset your password](#)

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*Don't have an account? [Register](#)*

11. **For technical issues only**, please email us at: [HRTechHelp@apexutilities.ca](mailto:HRTechHelp@apexutilities.ca)