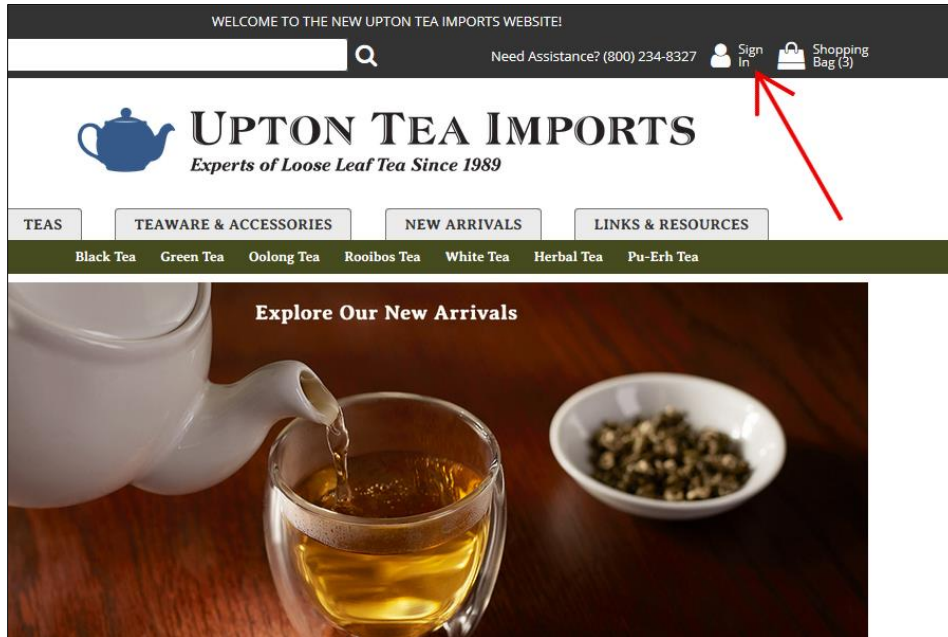
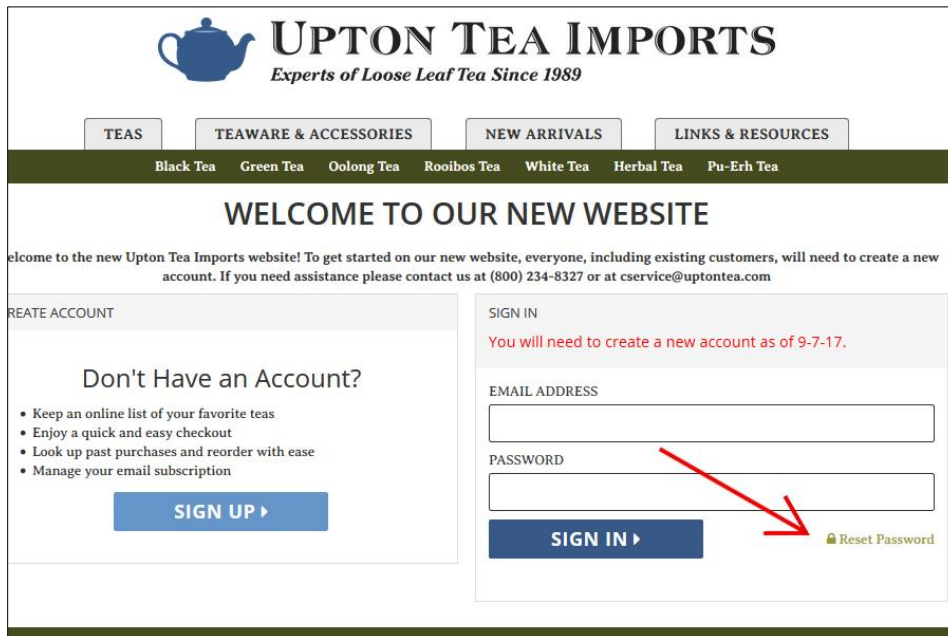


How do I reset my password?

1. Click on the *Sign In* icon in the upper right-hand corner of the page.



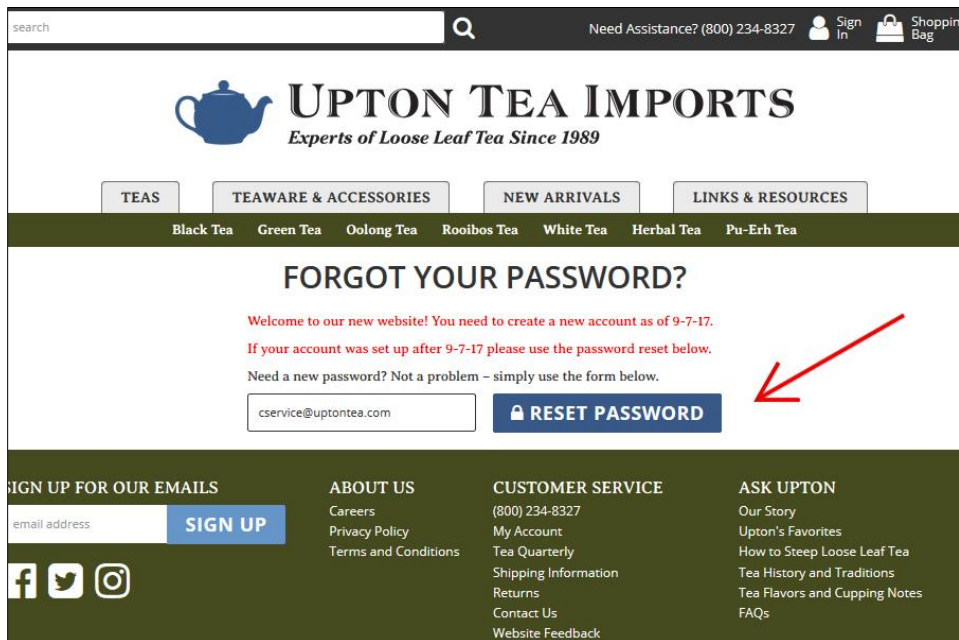
2. Click on the *Reset Password* link, located to the right of the *Sign In* button.



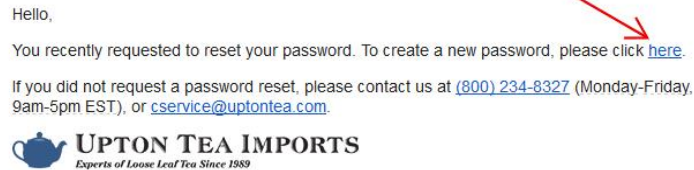
3. Enter the e-mail address you used when setting up your New Account.




4. Click on *Reset Password*.



5. You will receive an e-mail including a password reset link. Click on the link to open the Upton Tea Imports website and create a new password.



6. Once the Reset Password page loads, enter your e-mail address and your *New Password*.

 **UPTON TEA IMPORTS**
Experts of Loose Leaf Tea Since 1889

TEAS TEAWARE & ACCESSORIES NEW ARRIVALS LINKS & RESOURCES

Black Tea Green Tea Oolong Tea Rooibos Tea White Tea Herbal Tea Pu-Erh Tea

RESET PASSWORD

EMAIL

NEW PASSWORD

CONFIRM PASSWORD

IGN UP FOR OUR EMAILS
email address

ABOUT US
Careers
Privacy Policy
Terms and Conditions

CUSTOMER SERVICE
(800) 234-8327
My Account
Tea Quarterly

ASK UPTON
Our Story
Upton's Favorites
How to Steep Loose Leaf Tea

A red arrow points to the 'EMAIL' input field.

Password Requirements:

- A minimum of 8 characters and a maximum of 20 characters.
- At least one upper case letter.
- At least one lower case letter.
- At least one number.
- At least one special character.
- Special characters allowed: # \$ % & * + , - . / : ; = ? @ \ ^ ~ _ !

7. After you have entered your e-mail address and your *New Password* (please note the new requirements for added security), click on *Reset Password*.

The screenshot shows the Upton Tea Imports website's 'RESET PASSWORD' page. At the top, there is a navigation menu with categories: TEAS, TEAWARE & ACCESSORIES, NEW ARRIVALS, and LINKS & RESOURCES. Below this is a sub-menu with tea types: Black Tea, Green Tea, Oolong Tea, Rooibos Tea, White Tea, Herbal Tea, and Pu-Erh Tea. The main content area is titled 'RESET PASSWORD' and contains three input fields: 'EMAIL' (with the value 'cservice@upton.com'), 'NEW PASSWORD' (with masked characters), and 'CONFIRM PASSWORD' (with masked characters). Below the fields is a blue button with a checkmark and the text 'RESET PASSWORD'. A red arrow points to this button. At the bottom, there is a footer with four columns: 'SIGN UP FOR OUR EMAILS' (with an email address field and a 'SIGN UP' button), 'ABOUT US' (with links for Careers, Privacy Policy, and Terms and Conditions), 'CUSTOMER SERVICE' (with contact info and links for My Account, Tea Quarterly, Shipping Information, Returns, Contact Us, and Website Feedback), and 'ASK UPTON' (with links for Our Story, Upton's Favorites, How to Steep Loose Leaf Tea, Tea History and Traditions, Tea Flavors and Cupping Notes, and FAQs).

8. Click on the *Sign In* link to log in to your account using your new password.

The screenshot shows the Upton Tea Imports website after a successful password reset. The top navigation bar now includes a search bar, a 'Need Assistance? (800) 234-8327' link, a 'Sign In' link with a user icon, and a 'Shopping Bag' icon. The main content area still displays the 'RESET PASSWORD' form, but it now features a green success message: 'Your account information has been updated. Please sign in to access your account.' A red arrow points to the 'Sign In' link in the top right corner. The footer remains the same as in the previous screenshot.