

Setting up your State Bar of Wisconsin Auth0 Sign In for Marketplace:

Learn how to easily set up access to your new account by triggering a password reset email.

- ⇒ As part of your membership or having created a State Bar of Wisconsin account for our websites access, you automatically will have an Auth0 user account created. You, however, will need to set your account password for that account to be able to Sign in.
- ⇒ This guide provides simple steps to navigate the authentication portal and request a new password link.
- ⇒ IMPORTANT! You must have a valid email address on file with the State Bar to be able to reset and manage passwords with Auth0.

How do I validate, change, or add an email address to my account?

When logged into WisBar.org, you can see your email address on [myStateBar](#). If you would like to change it, you can do so there.

Note: Changes on myStateBar may take a few minutes to propagate into Auth0.

If you are unable to get to myStateBar, you may [Contact Us](#) to get assistance from a customer service staff person during regular business hours.

1. Navigate to <https://marketplace.wisbar.org/>
2. Click on the Sign In icon on the top menu of your device.



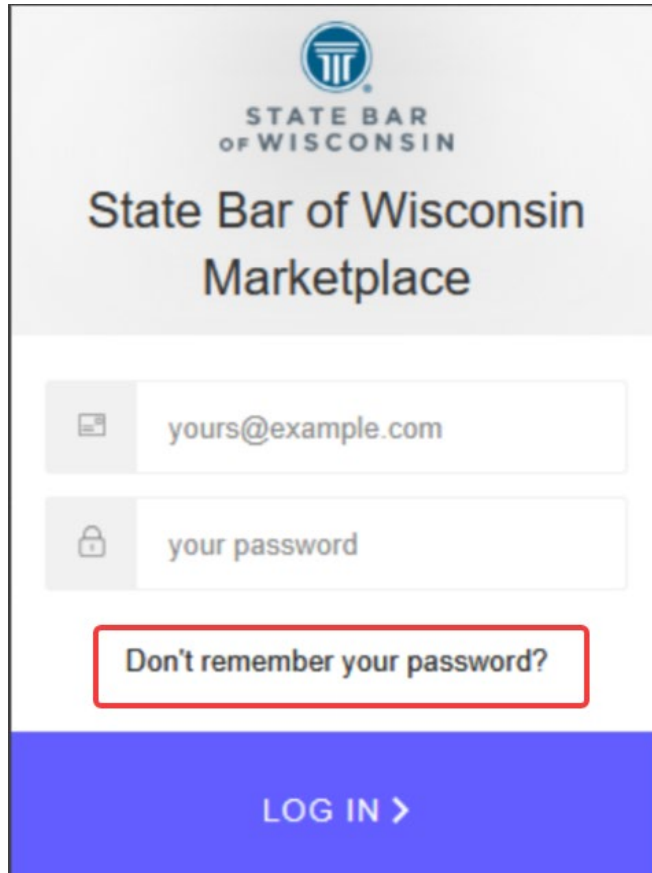
3. You will be prompted with the Auth0 login window.



4. Enter the email address for your wisbar.org member account and password if you have

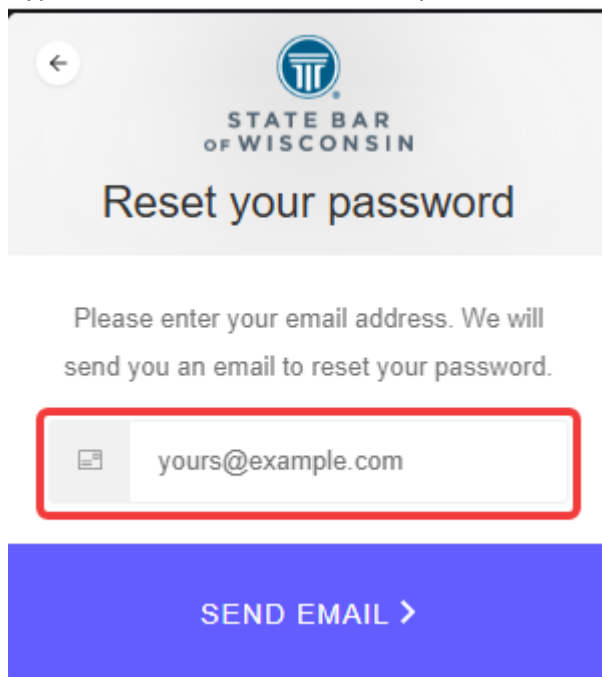
set. Then proceed as normal.

5. Don't have or don't know your password? Click on **"Don't remember your password?"** link.



The image shows the login page for the State Bar of Wisconsin Marketplace. At the top is the State Bar of Wisconsin logo. Below it, the text "State Bar of Wisconsin Marketplace" is displayed. There are two input fields: one for an email address with the placeholder "yours@example.com" and one for a password with the placeholder "your password". A red rectangular box highlights the link "Don't remember your password?". At the bottom is a blue button labeled "LOG IN >".

6. Confirm email address entered is the same email address used to access wisbar.org or that you verified for your account earlier.
7. Type in the email address in box provided, then click **"SEND EMAIL"**

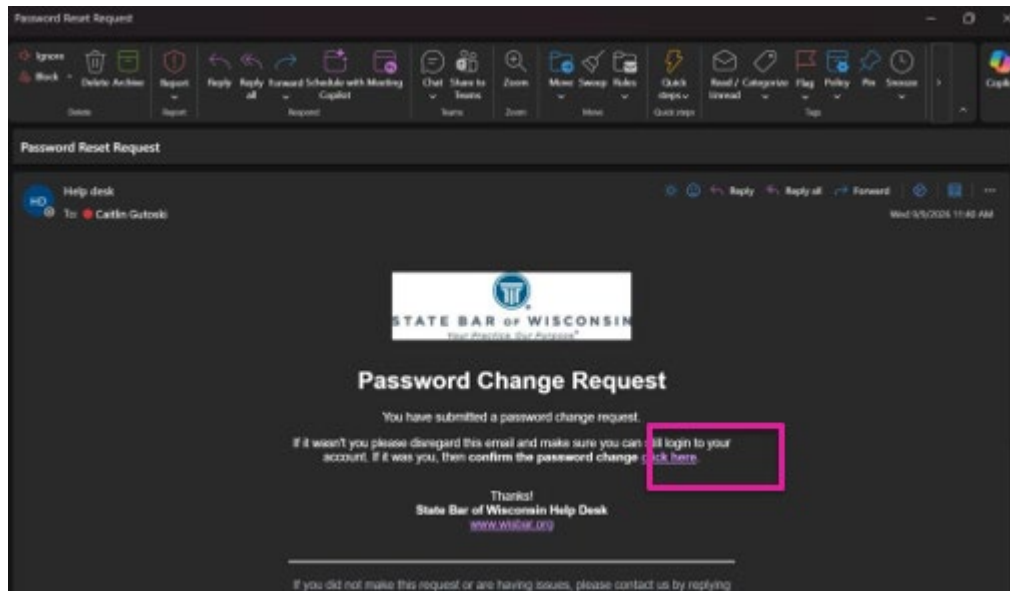


The image shows the "Reset your password" screen. At the top is the State Bar of Wisconsin logo. Below it, the text "Reset your password" is displayed. A message reads: "Please enter your email address. We will send you an email to reset your password." There is an input field for the email address with the placeholder "yours@example.com", which is highlighted by a red rectangular box. At the bottom is a blue button labeled "SEND EMAIL >".

8. Go to your email mailbox and locate in your Inbox: "Password Reset Request" sent by

help@wisbar.org. You may need to check your Junk Mail folder if you do not find in your Inbox.

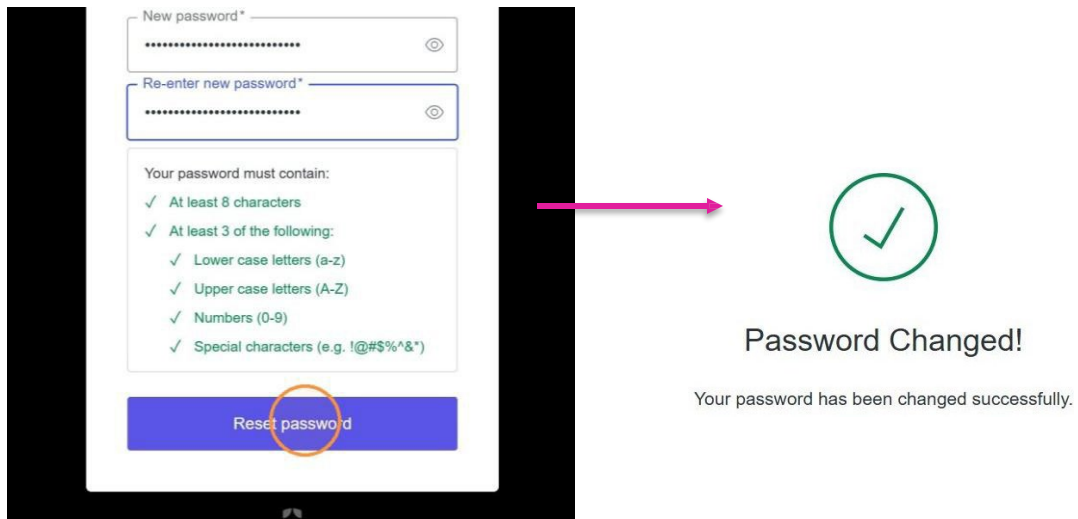
9. In the email there will be a **“click here”** link that will open a window to allow you to set a password. Click on that link.



10. Fill in your **“New password”** and **“Re-enter new password”** to meet password requirements noted on the screen. It will show all green validation check marks when you meet those minimum requirements.

A screenshot of a password reset form. At the top, it says "Enter a new password below to change your password." There are two input fields: "New password*" and "Re-enter new password*", both with masked characters (dots). Below the fields, there are validation requirements: "Your password must contain:" followed by a list of requirements, each with a green checkmark: "At least 8 characters", "At least 3 of the following:", "Lower case letters (a-z)", "Upper case letters (A-Z)", "Numbers (0-9)", and "Special characters (e.g. !@#%&*)". At the bottom, there is a blue button labeled "Reset password".

11. Click the "Reset password" button if all requirements are met.



12. "Password Changed!" Confirmation page should appear.

13. You may now go back to <https://marketplace.wisbar.org/> and Sign in with your account email and new password.

14. If you experience any issues or problems with this process, you may [Contact Us](#) to get assistance from a customer service staff person during business hours