

Prepaid Legal Service Plan Seller

Online Registration Procedures
For Requesting a New Password

PLEASE NOTE:

- Too many unsuccessful login attempts will lock your account. We cannot unlock it – you must wait for 30 minutes before you'll be able to attempt to login again.
- While you can request a temporary password as often as needed, **you cannot change your password more than once in a 24 hour period. This office cannot unlock your account - you must wait the 24 hour period before trying again.**
- An example of a good password is: **2019LSPisdone!** The password must contain the required elements, but be simple enough for you to remember.

To request a new password:

1. Enter the email address you used when you created your account;
2. Click on “Request a temporary password” below the LogOn box

The screenshot displays the website's header with the Virginia.gov logo and navigation links. The main navigation bar includes 'Home', 'Prepaid Legal Service Plan Sellers', 'Online Registration', and 'Log On'. A search bar is located in the top right corner. The left sidebar contains a menu with categories such as Consumer Services, Marketing Services, Regulatory Services, News and Events, About VDACS, Special Programs and Quick Links, Charitable Gaming, and Social Media. The main content area features a green banner with the text 'Log On to access Prepaid Legal Service Plan Sellers Online Registration'. Below this banner, there is a link to 'Create your individual VDACS Online Account' and a prompt to enter email and password. A 'Log On' button is present above two input fields: 'Email Address' and 'Password'. A green arrow points to the 'Email Address' field. Below the input fields, there is a link to 'Request a temporary password' with a red arrow pointing to it. The footer contains copyright information and links to 'Web Policy' and 'Contact Us'.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

Search Virginia.gov GO

Virginia Department of Agriculture and Consumer Services

Home | Prepaid Legal Service Plan Sellers | Online Registration | Log On

Contact Us | Search this Site GO

- Consumer Services
- Marketing Services
- Regulatory Services
- News and Events
- About VDACS
- Special Programs and Quick Links
- Charitable Gaming
- Social Media

Log On to access Prepaid Legal Service Plan Sellers Online Registration

Don't have a VDACS Online Account? [Create your individual VDACS Online Account.](#)

Please enter your email address and password into the fields below to log on.

Log On

Email Address:

Password:

Log On

Forgot your password? [Request a temporary password.](#)

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[Web Policy](#) | [Contact Us](#)

Follow the next step instructions by **entering your email** (the one you originally used to create your account) and **click on “Reset”**

The screenshot shows the Virginia Department of Agriculture and Consumer Services website. The header includes the Virginia.gov logo, navigation links for Online Services, Commonwealth Sites, Help, and Governor, and a search bar for Virginia.gov. The main banner features the department's logo and a photograph of a person in a field. Below the banner is a navigation bar with links for Home, Prepaid Legal Service Plan Sellers, Online Registration, and Reset Password, along with a search bar for the site and a Contact Us link.

The main content area is titled "Reset Password" and contains the following text: "To reset your password, please enter your email address below. Your password will be reset and emailed to you." Below this text is a form with a "Reset Password" label and an "Email Address" input field. A green arrow points to the input field. To the left of the input field is a "Cancel" button, and to the right is a "Reset" button. A red arrow points to the "Reset" button.

On the left side of the page, there is a sidebar menu with the following items:

- Consumer Services
- Marketing Services
- Regulatory Services
- News and Events
- About VDACS
- Special Programs and Quick Links
- Charitable Gaming
- Social Media

At the bottom of the page, there is a copyright notice: "Copyright © 2012, Virginia Department of Agriculture and Consumer Services. For Comments or Questions Concerning this Web Site, contact the VDACS Webmaster. [WAI Level A Compliant](#)" and a footer with links for "Web Policy" and "Contact Us".

If the system recognizes the email you entered, you will see a screen like the one below advising that a temporary password had been sent to you. (If you get a message that the system does not recognize your email, you will need to call us to confirm the correct email for the account. **DO NOT** create a duplicate account, as this will delay processing. If the email we have associated with your account is no longer a good email, we can change the email to your current email. Once you have received the email with your temporary password, click the link in the email to return to the log on page, or use the “log on” link on this page. **If you don't receive an email in your inbox, please check your spam/ junk folders.**

The screenshot shows the Virginia.gov website interface. At the top, there is a navigation bar with 'Virginia.gov', 'Online Services', 'Commonwealth Sites', 'Help', and 'Governor'. A search bar for 'Search Virginia.gov' is on the right. Below this is a banner for the 'Virginia Department of Agriculture and Consumer Services' featuring a photo of a person in a field. A secondary search bar 'Search this Site' is also present. The main content area displays a 'Reset Password' message: 'Password has been reset and emailed to your email of record listed in our system. Please use this password to [log on](#). You will be asked to changed your password upon logging in.' A green arrow points to the 'log on' link. On the left, a sidebar lists various services like 'Consumer Services', 'Marketing Services', etc. The footer contains copyright information and links for 'Web Policy' and 'Contact Us'.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

Search Virginia.gov GO

Virginia Department of Agriculture and Consumer Services

Home | Prepaid Legal Service Plan Sellers | Online Registration Contact Us | Search this Site GO

- Consumer Services
- Marketing Services
- Regulatory Services
- News and Events
- About VDAC/S
- Special Programs and Quick Links
- Charitable Gaming
- Social Media

Reset Password

Password has been reset and emailed to your email of record listed in our system. Please use this password to [log on](#). You will be asked to changed your password upon logging in.

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[Web Policy](#) | [Contact Us](#)

Now that you have your temporary password, **enter your email address** and **type the temporary password** (exactly as it was written in the email as the password is case sensitive) **into the “Password” box** and click the **LogOn** button.

The screenshot shows the Virginia Department of Agriculture and Consumer Services website. At the top, there is a navigation bar with "Virginia.gov", "Online Services", "Commonwealth Sites", "Help", and "Governor". A search bar for "Search Virginia.gov" is on the right. Below this is a banner for "Virginia Department of Agriculture and Consumer Services" with a background image of a person in a field. A secondary navigation bar includes "Home", "Prepaid Legal Service Plan Sellers", "Online Registration", "Log On", "Contact Us", and "Search this Site".

On the left side, there is a menu with the following items:

- Consumer Services
- Marketing Services
- Regulatory Services
- News and Events
- About VDACS
- Special Programs and Quick Links
- Charitable Gaming
- Social Media

The main content area features a teal header: "Log On to access Prepaid Legal Service Plan Sellers Online Registration". Below this, it says: "Don't have a VDACS Online Account? [Create your individual VDACS Online Account.](#)" and "Please enter your email address and password into the fields below to log on."

The login form is titled "Log On" and contains two input fields: "Email Address:" and "Password:". A green arrow points to the "Email Address:" field, and a red arrow points to the "Password:" field. Below the form is a "Log On" button, which is highlighted with a blue arrow. A link "Request a temporary password? [Request a temporary password.](#)" is located below the "Log On" button.

At the bottom of the page, there is a footer with the text: "© 2012, Virginia Department of Agriculture and Consumer Services. For Comments or Questions Concerning this Web Site, contact the [VDACS Webmaster](#). [WAI Level A Compliant](#)". A "Web Policy | Contact Us" link is also present in the footer.

To change your password:

1. Enter the temporary password in the box for the “current password/temporary password.”
2. Create a new password containing all of the required elements listed. **Please Note: the system only recognizes the following special characters: () _ . - ! % ^ , []. If any other character is used, the system will reject your password.**
3. Re-enter your new password in the “Confirm New Password” box and click “Change Password”

Change Password

Your password was expired. Please change your password.

Change Password

Current Password:

New Password:

Your password is case-sensitive and must have at least:

- 14 characters minimum
- 1 uppercase letter (A-Z)
- 1 lowercase letter (a-z)
- 1 digit (0-9)
- 1 of these characters: ! % ^ () _ . - , []

Confirm New Password:

Cancel

Change Password

If your new password does not match or meet the requirements you will receive the **red** error message below and need to create a new password that meets the five requirements listed under “New Password.”

***REMEMBER - ONLY THE ELEVEN SPECIAL CHARACTERS LISTED MAY BE USED!**

Change Password

Your password was expired. Please change your password.

Change Password

Current Password:

New Password: Password is not strong enough or does not meet the complexity rule.

Your password is case-sensitive and must have at least:

- 14 characters minimum
- 1 uppercase letter (A-Z)
- 1 lowercase letter (a-z)
- 1 digit (0-9)
- 1 of these characters: ! % ^ () _ . - , []

Confirm New Password: