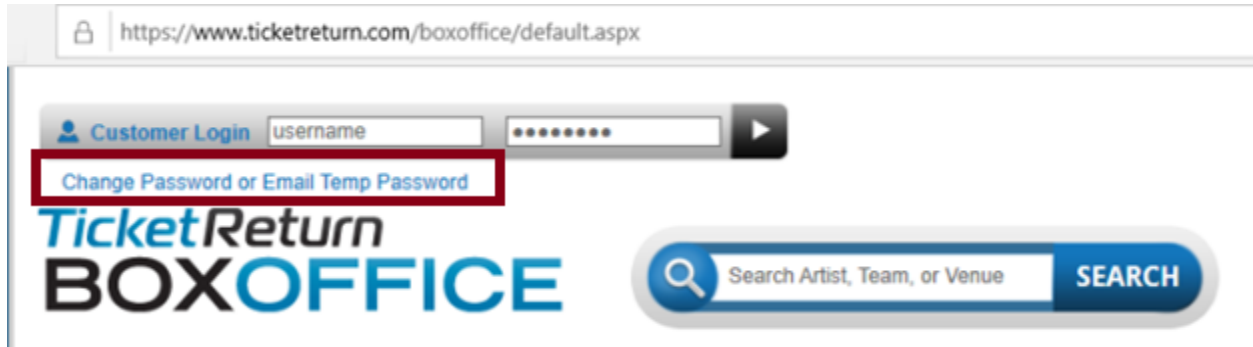


Signing On: First Time Users

1. Go to www.ticketreturn.com
2. In the top left corner, click **Change Password or Email Temp Password**.



3. The Sign In page appears. If you have previously logged in, enter your User ID and Password. If you have not previously set up an online account or don't remember your Password, enter your email address to receive a Temporary Password.

A screenshot of the 'Sign In' page. The page is divided into two main sections. The top section is for logging in, featuring a 'User ID' input field, a 'Password' input field, a 'Change Password' link, and a 'Continue' button. The bottom section is for requesting a 'Temporary Password', which includes the instruction 'Enter your email address to receive a temporary password.', an 'Email Address' input field, and a 'Continue >' button.

4. You will receive an email with a Temporary Password. On www.ticketreturn.com enter your User ID and the temporary password. You will be logged into your account.
5. When you are finished managing your tickets, click Logout at the top of the page to sign out of your account.

Returning Users

1. Go to www.ticketreturn.com
2. Enter your username and password next to the customer login

Reset Your Password

1. Log in to your TicketReturn account
2. Click **change password**
3. Enter the requested fields and click **continue**

Update Your Account

1. Log in to your TicketReturn account
2. Click **your account**
3. Make the applicable changes
4. Click **update account information**