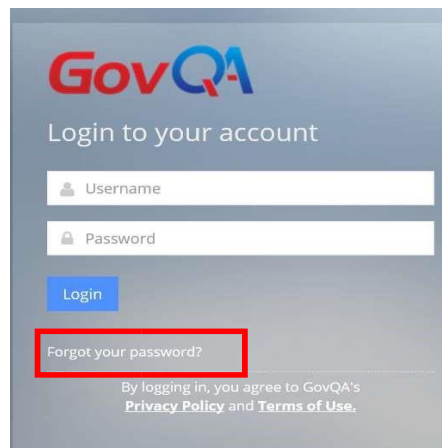


Log in Instructions:

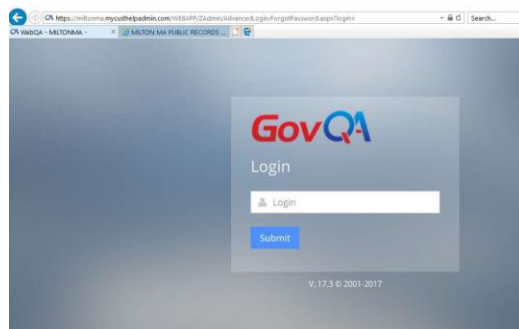
Admin Portal initial login instructions.

Tools required: Public Records Center Admin Portal User Name: Your current username is the first portion of your Town of Milton email address in lower case. Internet access. Access to your Town of Milton mailbox.

1. Go to:
<https://miltonma.mycusthelpadmin.com/WEBAPP/ZAdmin/AdvancedLogin/Login.aspx>
2. Click “Forgot your password?” link.

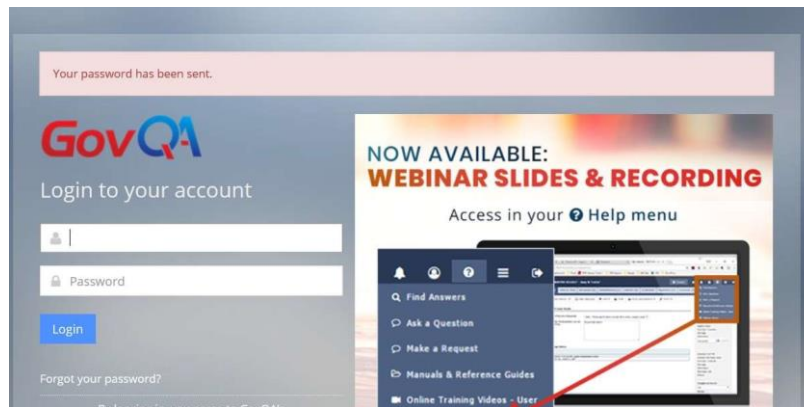


3. Enter your Username.



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4. Click submit.



5. Access your Milton, MA mailbox and locate the recent email with the following subject line.
 - a. Subject Line: [GovQA] Password Assistance
 - b. Confirm the user name and time stamp of the email.
6. Use the temporary password listed in the email to login.
 - a. url:
<https://miltonma.mycusthelpadmin.com/WEBAPP/ZAdmin/AdvancedLogin/Login.aspx>
7. You will be prompted to change this temporary password.