

NetSuite Login

Use the following link to access the NetSuite environment:

<https://system.na2.netsuite.com/app/login/secure/privatelogin.nl?c=4326890>

After clicking on the link you will see the NetSuite Login page for the Philadelphia Boys Choir / Philadelphia Girls Choir as seen in figure 1 below.

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Philadelphia Boys Choir/Philadelphia Girls Choir Customer Login

Email address

Password

Remember Me

[Forgot your password?](#)

Figure 1

Enter your primary billing email address and your password.

If you are logging in for the first time or you forgot your password, click on the **Forgot your password?** link displayed in figure 1. The screen will now display the **Reset Password** page as seen below in figure 2.

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Reset Password

Email address

Figure 2

A new temporary password will be sent to your email address. You will need to use that to log in and then change your password (see Change Password below).

Change Password

On the **Homepage**, click on the **Change Password** link located in the **Settings** section; see figure 1 below.

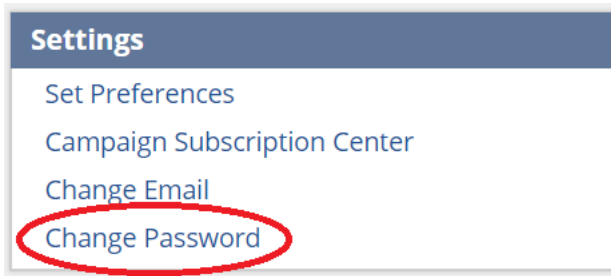


Figure 1

The **Change Password** page is then displayed where you will need to enter your current password and your new password. You will need to enter the new password twice to confirm your new password. You may also add a **New Password Hint** to help you remember your password. Figure 2 displays the **Change Password** page.

Change Password

A screenshot of the "Change Password" form. At the top left, there are two buttons: "Save" (blue) and "Cancel" (grey). Below the buttons are four input fields: "CURRENT PASSWORD", "NEW PASSWORD", "CONFIRM NEW PASSWORD", and "NEW PASSWORD HINT". To the right of the form is a "Password Criteria" section with three items, each with a red "x" in a circle: "Does not contain illegal characters", "Is at least 6 characters long", and "New passwords match".

Figure 2

As you enter your new password, the **Password Criteria** indicators will no longer display a red x in a circle once the criteria is met. Passwords must be at least 6 characters in length and cannot contain any illegal characters. The new password and the confirm password must be entered exactly the same way including any capitalization. The red x will turn into a green checkmark once the password criteria is met. When you see the three green checkmarks in the Password Criteria section, you can click on the **Save** button to change your password. Once the password is saved you will see the confirmation of the password change as displayed in figure 3. If you do not see this screen, there is a problem with your new password that you need to fix.

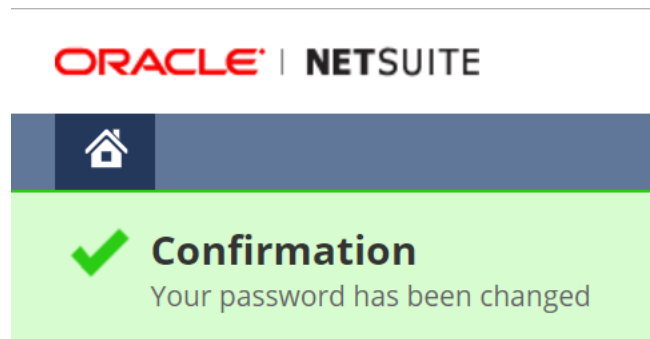


Figure 3