



## **TargetSolutions Login Instructions**

### **Overview**

Welcome to your new TargetSolutions platform!

To begin utilizing the new platform you will need a valid e-mail address associated with your account, so please follow the steps below to validate your email address in our system. You will only need to go through these steps the first time you log in.

### **Instructions**

1. Access your TargetSolutions login page: [www.targetsolutions.com/manassasfr](http://www.targetsolutions.com/manassasfr)
2. Enter your email address as your username. Your password is **manassasfr**
3. The system will ask you to retype your email address. You will only need to do this step once. (If the email address we have is incorrect, be sure to edit the address in the top space and retype it correctly in the second space.)
4. After submitting your email address, check your inbox and follow the instructions in the email from [support@targetsolutions.com](mailto:support@targetsolutions.com).
5. You will use your email address and password to access your TargetSolutions account from this point forward.

We are confident that these steps will improve security and the password recovery process. Once your e-mail address has been validated, should you ever forget your password, you will be able to reset it automatically through the system.

Should you have any login issues, feel free to contact our Support Staff, specializing in troubleshooting login difficulty. They may be reached at 800.840.8048, Monday through Friday, 6am-6pm pacific time.

### **First Steps**

Explore your TargetSolutions account. Complete the TargetSolutions User Training Tutorial under your File Center and familiarize yourself with our platform.

### **Support**

If you have any questions relating to the site, we urge you to access the TargetSolutions Help tab at the top of your home page. There are a number of helpful articles and videos, as well as an instant chat feature. You can also contact TargetSolutions Support directly at 800-840-8048 or [support@targetsolutions.com](mailto:support@targetsolutions.com).

**We appreciate your continued support. Good luck and stay safe!**

The TargetSolutions Team

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