

## Sterling Vault- Reset or Change Your Password

1 Visit the "Client Vault" section at SterlingWealthAdvisors.com

1. Visit [SterlingWealthAdvisors.com](https://SterlingWealthAdvisors.com).
2. Click "Current Clients" in the upper right hand corner of the site.
3. Then click on "Client Vault."
4. Under "Access Your Client Vault Folder," select "Forgot your Password?".

### Access Your Client Vault Folder

Enter your email address and password to access your folder in the Sterling Client Vault, or use the form below to send us a file quickly and securely.

Email:

Password:

Log In

Forgot your password?  [Click Here](#)

2 Type in the email you normally use to Log In and hit send.

3 Go to your email inbox and find the "Reset Sharefile Password" email from Sharefile.

NOTE: If you do not see this email in your regular inbox, check your spam/junk folder.

4 Click the "Reset Your Password Now" button/link within the email.

5 Create a new password, confirm the password by retyping it, and click "Reset Password."

Password Requirements:

- at least 1 upper-case letter
- at least 1 lower-case letter
- at least 1 number
- at least 8 characters in length

6 Log in with your new password.



NOTE: The email address you log in with will not change. If you need to change the email address on your account, please contact us.