



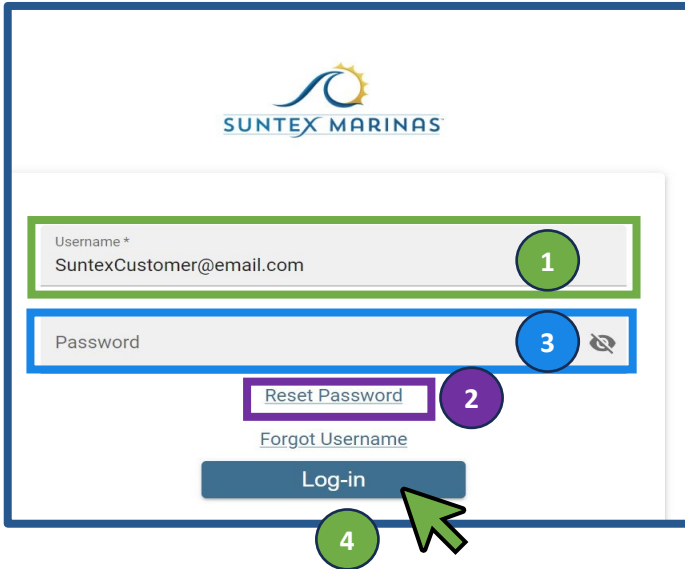
# LOG IN, LOG OUT, & RESET PASSWORD

This guide will help you login and log out of the Stellar Portal as well as reset your password as needed.

*For first-time Stellar portal users, please follow this guide to set up your portal account.*

## Logging In (For First Time & Returning Users)

Please go to <https://suntex.prod.portal.stellarmms.com/> to access your portal.



1. Username - Your **username** is the primary email address you have on file with the Marina.
2. For **first-time users**, click **Reset Password** and follow instructions to create your password.
  - You will be prompted to enter your username. **An email will be sent** to your email address on file with a **link to reset your password**.
3. For **returning users**, please enter your password. If you have forgotten your password, please click **Reset Password**.
  - If you are a **returning user** Resetting your Password, you will **NOT receive an email to reset it**. Instead, you will be prompted to **reset your password directly in the portal**.

*\*Note: If you click the eyeball icon in the password field it will make the characters visible.*

4. Click **Log-in**.

## Logging Out

5. In the upper righthand corner, click **Log Out**. This will bring you back to the login page.

