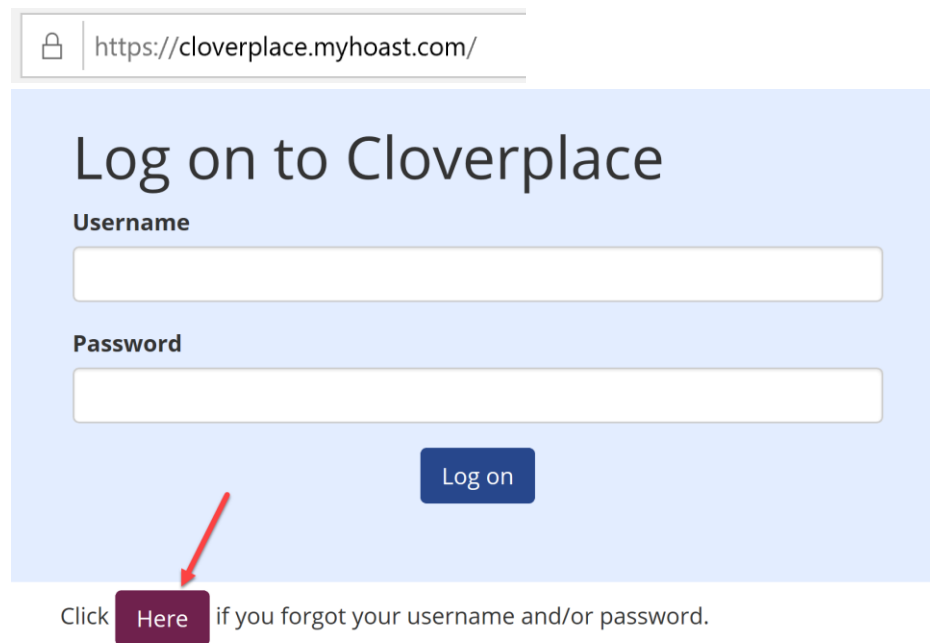**REQUESTING CREDENTIALS INSTRUCTIONS for Cloverplace**
(first time users without email and those that forgot their credentials)

1. Go to cloverplace.myhoast.com (do not enter "www")
2. Select "Logon" at the top right or bottom center

This is the correct site:

3. Select the "Here" button (see picture above)
4. Fill out the form, check the box at the bottom and select "Submit." If you receive an error (match does not occur), try again or select "I Need More Help."
5. A temporary username and password will be emailed to you.