# Guide for your first visit to the new Octave portal

Proceed as follows to access your account on the new Octave portal

Before you can discover the updates and new features of the Octave portal, this guide will help you to access your account during your first visit, step by step. If your email address is associated with more than one account, the functionality to which you will have access may differ from account to account as they depend on the permissions granted to you in the past by proxy by the account holder (declaration, contract, payment, etc.).
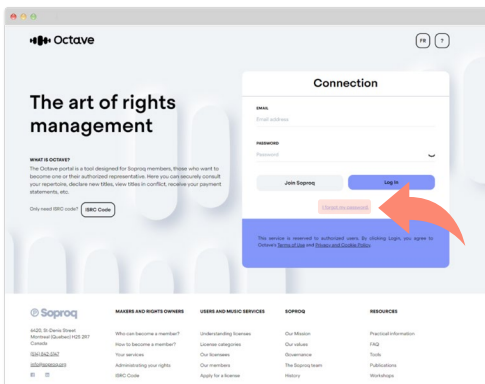

Step 1

Click on "I forgot my password" on the **Octave** portal login page. Then enter your email address and click "Reset". An email will be sent to you with a link valid for 48 hours to reset and set a new password. **Haven't received the email yet?** Remember to check your junk mail or try again.
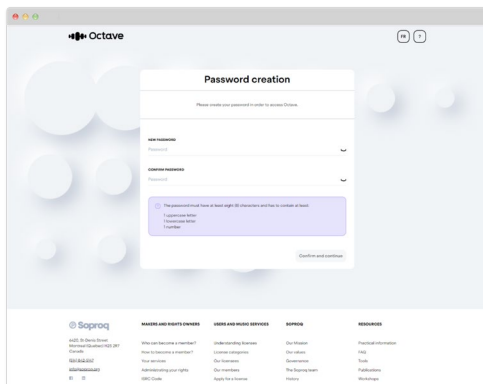
Step 2

After clicking on the link, enter a new password and confirm it by entering it again. Note that the password must be at least 8 characters long and must include at least 1 uppercase letter, 1 lowercase letter and 1 number. Then click on "Confirm and continue".
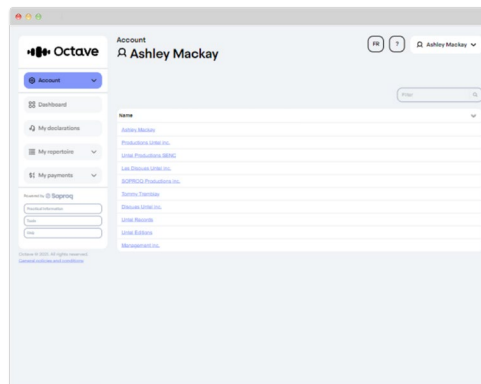
Step 3

If your email address is associated with more than one account, you will be redirected to the "My Accounts" page once your password is reset. Select one of the accounts you want to view.

Otherwise, go to step 4.
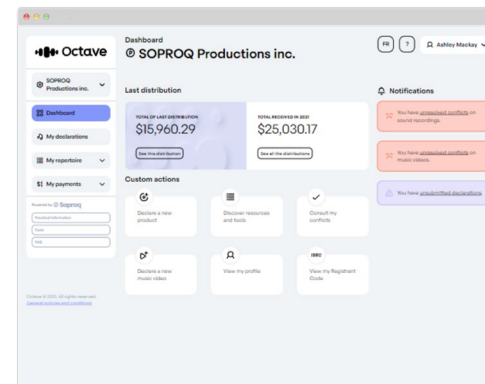
Step 4

More user-friendly, more modern, more intuitive: welcome to your new dashboard! You can securely consult your repertoire, make new declarations, view titles in conflict, receive your payment reports, access and manage your account information (such as updating contact details and bank information), etc.

Questions? Need help?
Don't hesitate to contact us by email at info@soproq.org or by phone at (514) 842-5147, extension 2.
Member Services are open Monday to Friday, from 9 a.m. to 5 p.m.

Octave
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