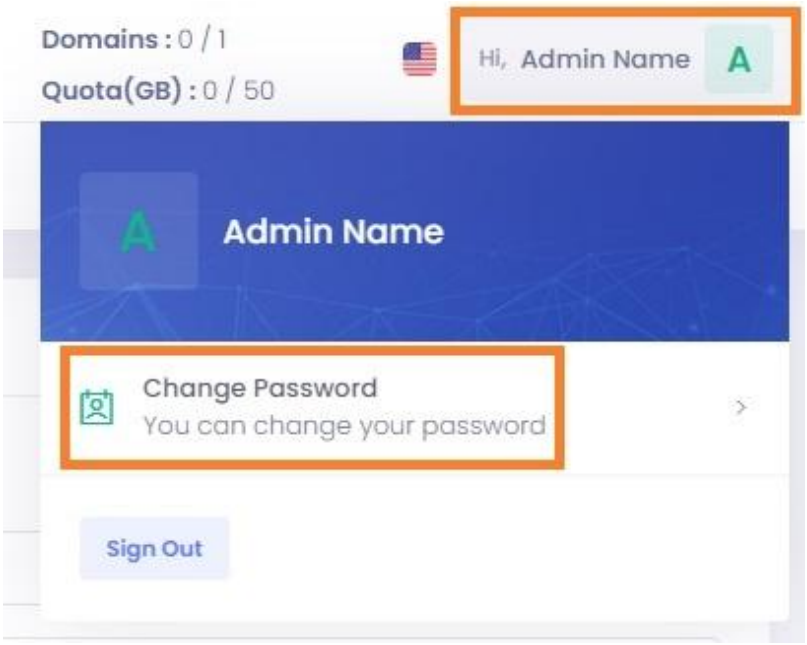
Change Admin password

Update Admin's password

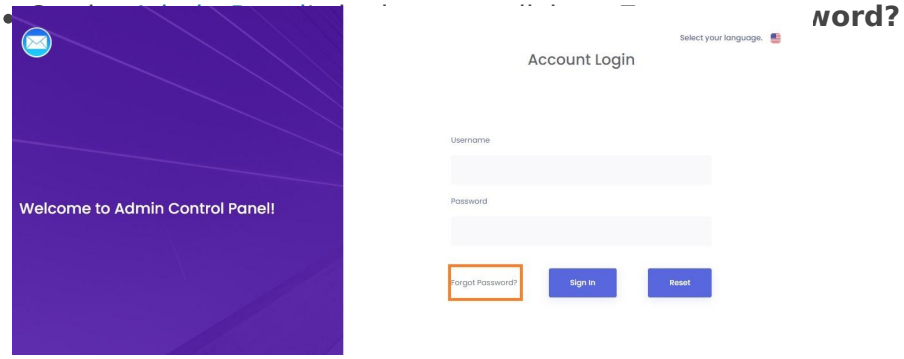
To change your Admin's password:

- Log in to the Admin Panel.
- Click on your name in the top right corner. In that menu, click on **Change Password**.
- Fill in your new password, confirm it and click on **Change**.

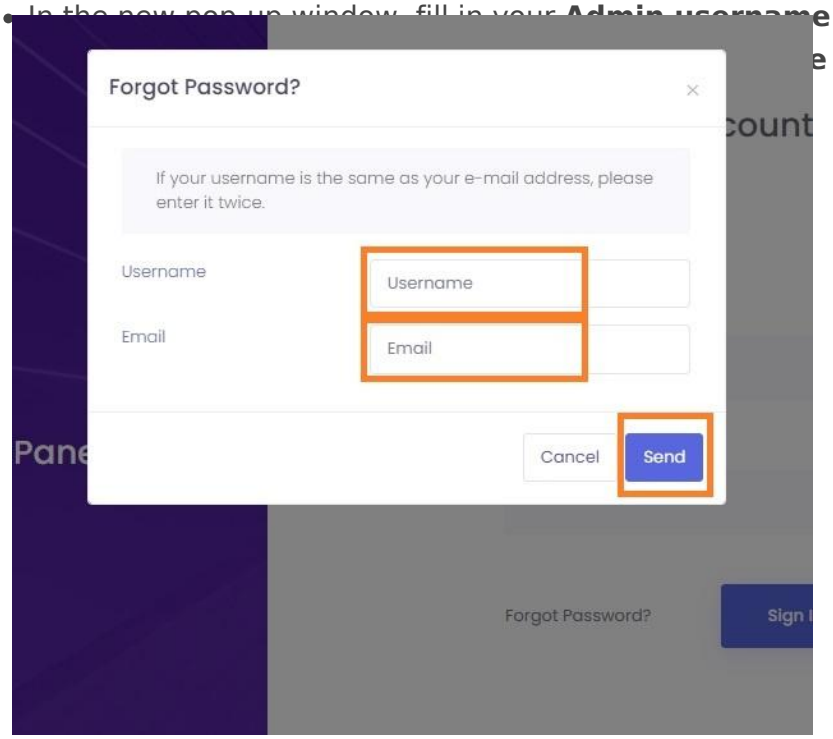


Reset Admin's password

If you don't remember your Admin password, you can request a password reset:



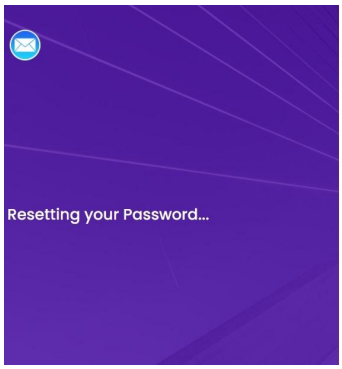
- In the new pop-up window, fill in your **Admin username** and recovery **e-mail address**
e same as your e-mail address,



- Click on **Send**. You will receive an e-mail with a link to reset your password. If your Admin username and recovery e-mail address match what we have on file for your account, you will see the following success message:



- Click on the link you received, and you should see the following page. Click on the





- [illegible] the next page. **Copy the new**



- **If you have 2FA (Two Factor Authentication) enabled for your Admin account, you can reset your password, but you still need to use the 2FA code from your 2FA App when logging in.**
- After you log in, please use the **Change Password** feature (see the steps above) to set up a custom password.

If resetting the password fails, check if your Admin account was locked for unpaid invoices. Please check your billing status for any failed invoices or contact support for more information.

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