

How to Login to Client Dashboard

Login to Client Dashboard on Your Website

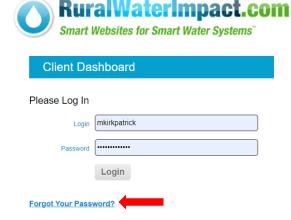
In the lower right corner of your website's home page, you will see the word Admin



Click that link, then login with your username and password

Change Your Login Password

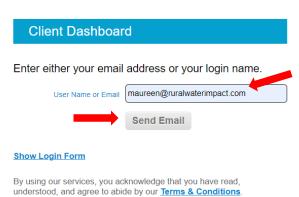
• If you want or need to change your login password, click the Forgot Your Password? link



By using our services, you acknowledge that you have read, understood, and agree to abide by our **Terms & Conditions**

• Enter your email address or login name when prompted, then click the Send Email button



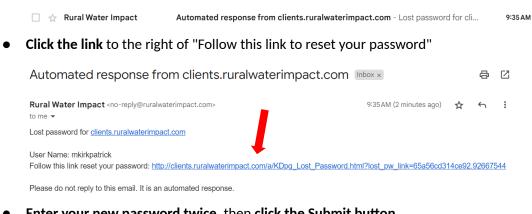


You will see the following message on the top left side of your screen

A link has been sent which will allow you to reset you password.



Check your email to find the email with the following subject line



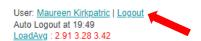
Enter your new password twice, then click the Submit button



Click the OK button, then login again using your new password



When you are finished making changes to your website, remember to click the Logout link found on the top right side of the screen



NOTE: You will receive another email notifying you that a password change has been made



If you have questions about this tutorial or need additional assistance with your website, please click the CONTACT SUPPORT button on the left side of your website's Client Dashboard. Complete the form to tell us how we can help, then click Submit. Or you may call us at (888) 551-4815. We are here to help!