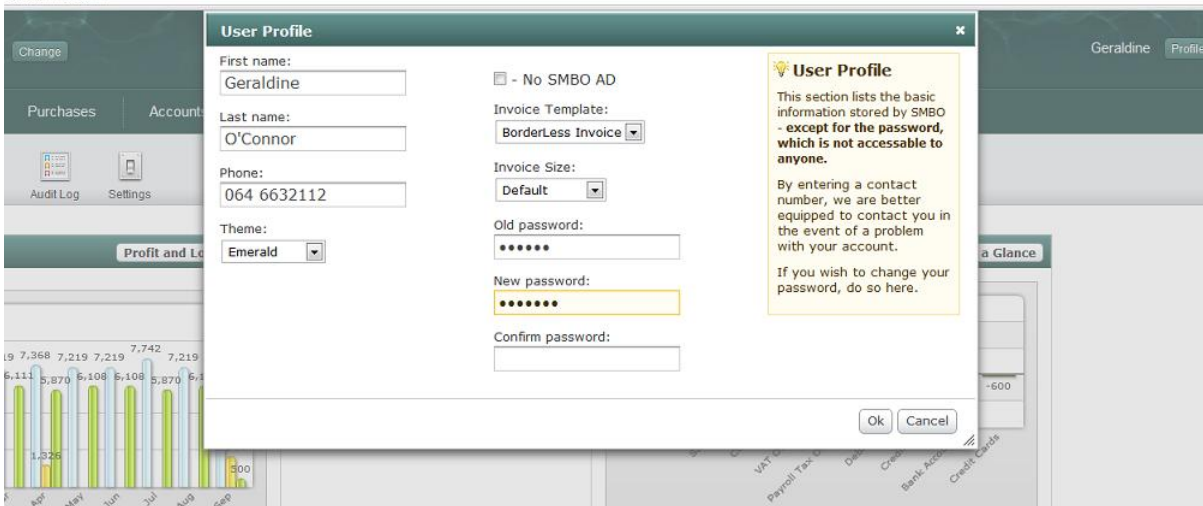


## How to change your password.

To change your password click on the **Profile** button at the top right hand side of your screen.



**User Profile**

First name:

Last name:

Phone:

Theme:

- No SMBO AD

Invoice Template:

Invoice Size:

Old password:

New password:

Confirm password:

**User Profile**

This section lists the basic information stored by SMBO - **except for the password, which is not accessible to anyone.**

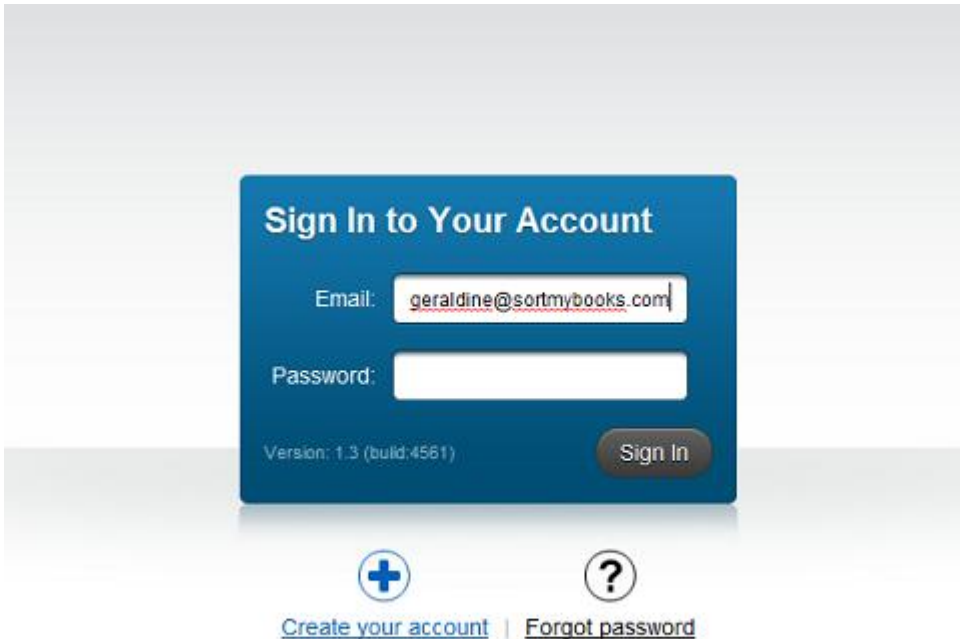
By entering a contact number, we are better equipped to contact you in the event of a problem with your account.

If you wish to change your password, do so here.

Ok Cancel

A user profile box will open, in the **Old Password** box enter your old password in the **New Password** box enter your new password and in the **Confirm Password** box enter your new password details again.

If however you have forgotten your password, go to the sign in page [www.sortmybooksonline.com](http://www.sortmybooksonline.com)



**Sign In to Your Account**

Email:

Password:

Version: 1.3 (build:4561)

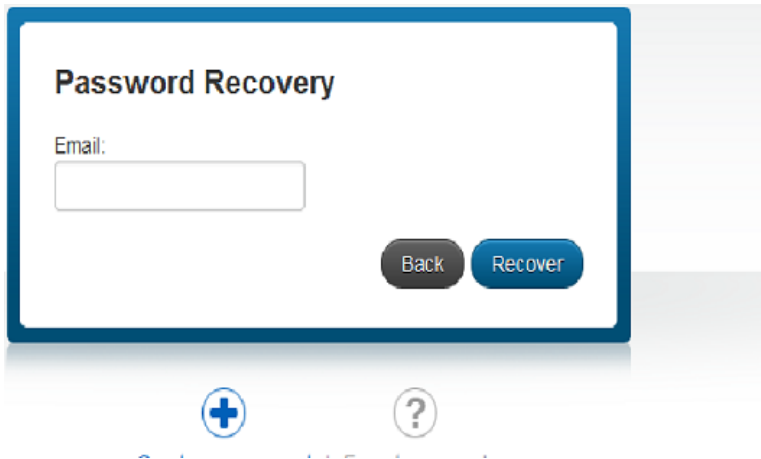
Sign In

[+](#) [?](#)

[Create your account](#) | [Forgot password](#)

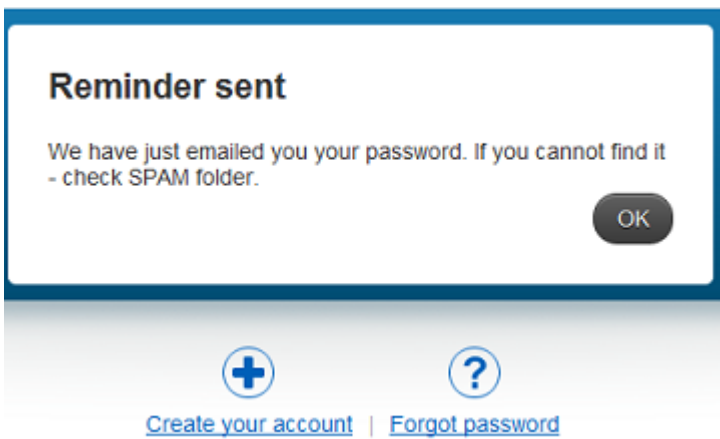
Click on the **Forgot password** option.

Enter your email address and then click the **Recover**



The screenshot shows a white rectangular form with a blue border. At the top left, the text "Password Recovery" is displayed in a bold, black font. Below this, the label "Email:" is positioned to the left of a white text input field. At the bottom right of the form, there are two buttons: a grey "Back" button and a blue "Recover" button. Below the form, there are two circular icons: a blue plus sign on the left and a grey question mark on the right.

The system will then send you an email, go to your email account and open the email we have sent you, click on the link attached to your email.



The screenshot shows a white rectangular message box with a blue border. At the top left, the text "Reminder sent" is displayed in a bold, black font. Below this, the text "We have just emailed you your password. If you cannot find it - check SPAM folder." is displayed in a smaller black font. At the bottom right of the message box, there is a grey "OK" button. Below the message box, there are two circular icons: a blue plus sign on the left and a grey question mark on the right. Below these icons, the text "Create your account | Forgot password" is displayed in a blue font.

This will then bring up a **Password Recovery** box, type in your new password and confirm your new password in the box below, and then click the **Change** button



The screenshot shows a blue rectangular form with a white border. At the top left, the text "Password Recovery" is displayed in a white, bold font. Below this, the label "Password:" is positioned to the left of a white text input field. Below the first input field, the label "Confirm:" is positioned to the left of a second white text input field. At the bottom right of the form, there is a blue "Change" button. Below the form, there is a circular icon with a blue plus sign. Below this icon, the text "Create your account | Forgot password" is displayed in a blue font.