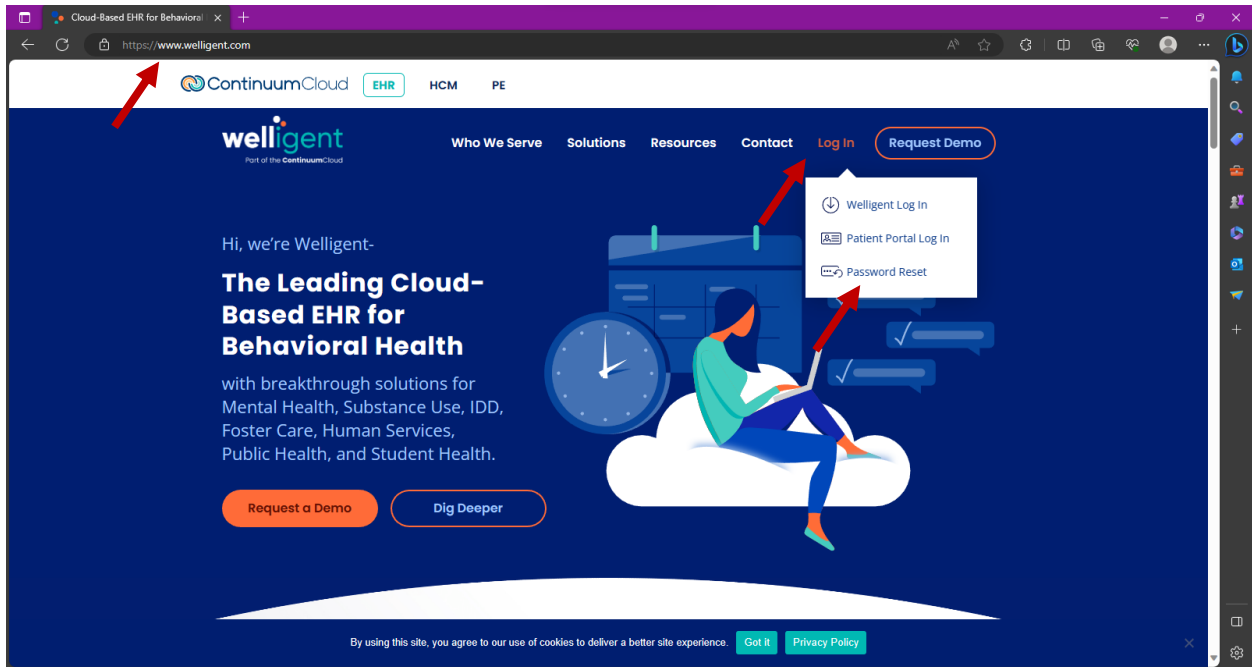
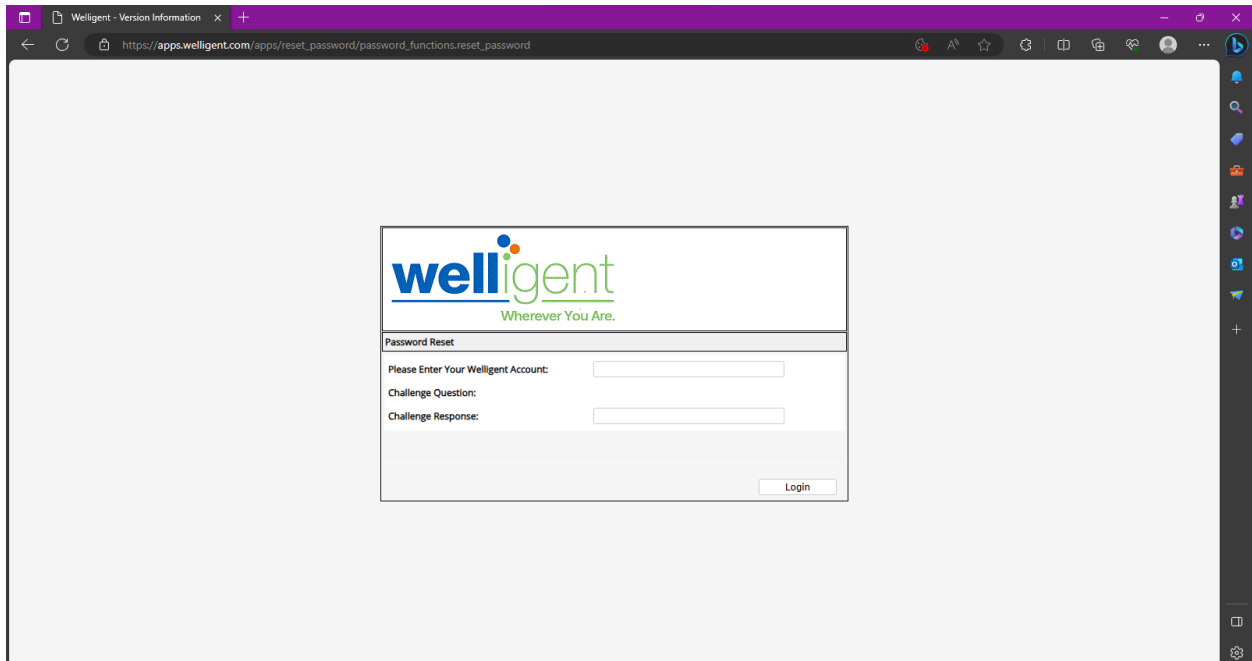


Changing Your Password

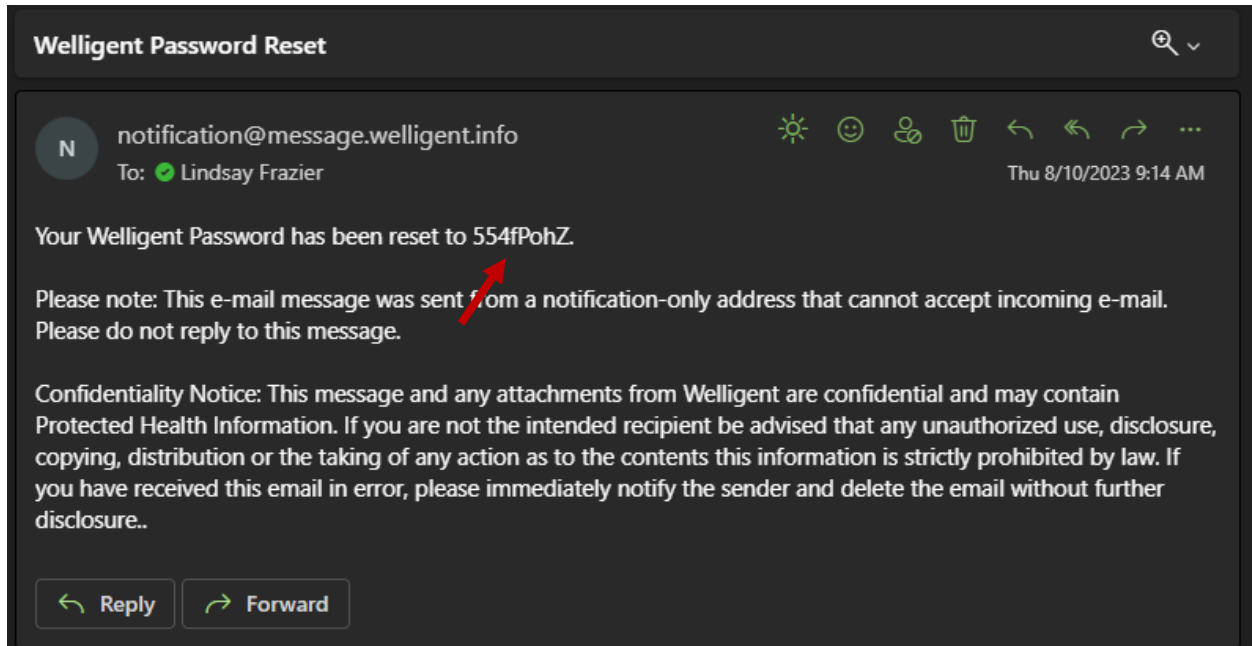
- The first step to change your password, if you have a challenge question set, is to visit Welligent.com. It must be Welligent's main page, not apps.Welligent.com, where most people sign in.
- In the upper right-hand corner, Log In drops down with an option to Password Reset.



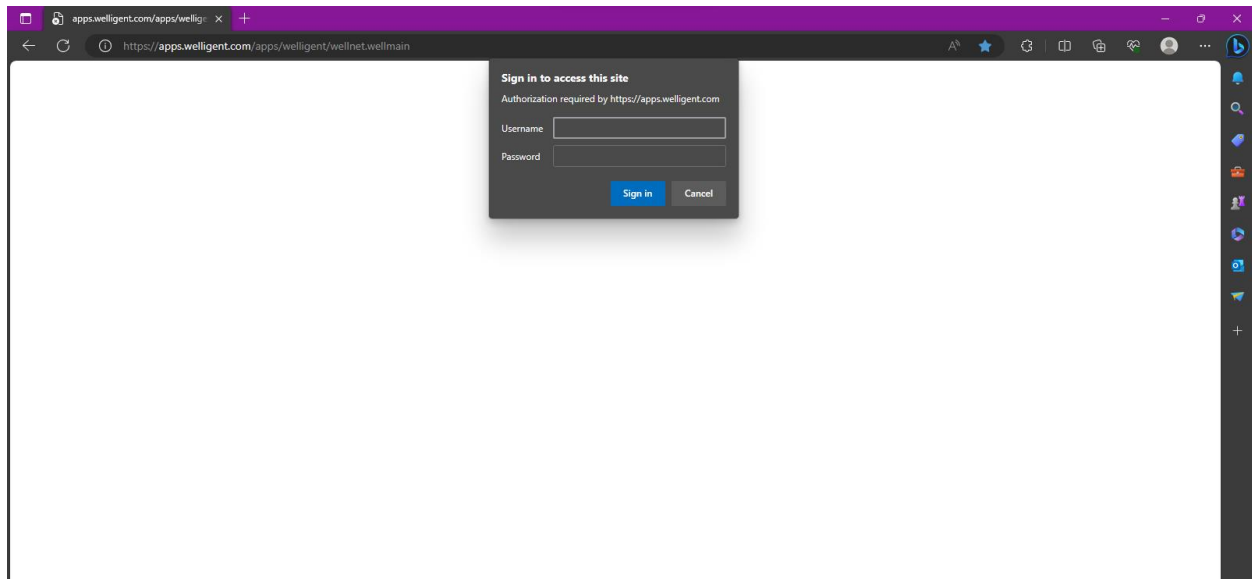
- On the next page after choosing Password Reset, enter your Username. Your Challenge Question will auto populate. Enter your Challenge Question answer and press Login.



- A pop up will inform you that an email has been sent with a temporary password. The email will be sent to the email on your Welligent profile. For most people, that will be their Omni Visions account. ***Note that depending on internet speed, the email may take up to several minutes to arrive. Wait at least 10 minutes to repeat the process for another email, as redoing the process will negate the first temporary password.**



- Once you have your temporary password, visit your usual Welligent log in page, apps.welligent.com. Enter your Username and the temporary password.



- You'll then be prompted to reset your password and you can log in as usual.