Your Login Credentials

Update your login email address in Paperless Pipeline to change the address you use to log in and send messages.

Who Can Do This: Anyone.

To change your email address:

Go to My Info

- Click your name in the upper right corner, then [My Info].

Change Your Email

- Enter your updated *Email Address*.

Save Your Email

- Click [Save Settings]. Now, you can use your updated email address to log into Paperless Pipeline.

> **Is your email address included in your email signature?** If so, it may be a good idea to make sure your signature is up to date. **Here's how →**

Change Your Password (When You're Logged In)

Update the password you use to log into Paperless Pipeline.

Who Can Do This: Anyone.

To change your password:

Go to My Info

- Click your name in the upper right corner, then [My Info].

Confirm Your Current Password

- Enter your *Current Password*.

- Forgot your password? Reset it.

Create New Password

- Enter your *New Password*, then retype it to confirm. Your new password must be at least 8 characters long. It cannot contain common words like "password," "paperless," or "pipeline."

Save Your New Password

- Click [Save Settings]. Now, you can use your updated password to log in.

> Do you use a password manager to save your passwords? If so, also update your Paperless Pipeline password in your password manager.

Reset Your Password (When You Forgot It)

> Update your password if you have forgotten it and cannot log in.

> **Who Can Do This**: Anyone.

To reset your forgotten password:

Go to the Login Page

- Go to the Pipeline Login page at https://app.paperlesspipeline.com/.

Request Reset Link

- Click [Forgot your password?].

- Enter your Paperless Pipeline login email address. then click [Send Reset Email]. You'll receive an email with a link to reset your password within 15 minutes.

Open Email

- Open the email you receive and click the link to reset your password.

Create New Password

- Enter your *New Password*, then confirm it.

Reset Password

- Click [Change Password]. Your password will be reset, and you can log in using your new password.

> Do you use a password manager to save your passwords? If so, also update your Paperless Pipeline password in your password manager.