

# Resetting Your Password from the Login Page

01/04/2026 1:14 pm EST

Below is the step-by-step guideline for resetting your password from the login page.

Step 1: Click here to reset your password: Click on the link stating, "Click here to reset your password."



Step 2: Entering Username or Email: Enter your username or email address associated with SIPS into the text box. Please keep in mind that the username and email address are CaSe SeNsITiVe.

## Reset Password

[Submit](#) [Cancel](#) [New Captcha](#)

Please enter your user name or email address. We will email you a new password shortly.



You may change your new password at any time in the future using the preferences screen.



Please enter the word contained in the above Captcha to validate your request.


Step 3: Captcha: Type in the Captcha characters that are presented in the Captcha text box.


## Reset Password

[Submit](#) [Cancel](#) [New Captcha](#)

Please enter your user name or email address. We will email you a new password shortly.

You may change your new password at any time in the future using the preferences screen.





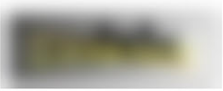
Please enter the word contained in the above Captcha to validate your request.

Step 4: New Captcha: If you cannot read the captcha click on the green New Captcha button to refresh the Captcha.

## Reset Password

Please enter your user name or email address. We will email you a new password shortly.

You may change your new password at any time in the future using the preferences screen.




Please enter the word contained in the above Captcha to validate your request.

Step 5: Submit: Click on the green Submit button underneath the Reset Password heading.

## Reset Password

Please enter your user name or email address. We will email you a new password shortly.

You may change your new password at any time in the future using the preferences screen.



Please enter the word contained in the above Captcha to validate your request.

Step 6: Clicking: After clicking submit, you will receive a confirmation message underneath the green buttons stating, a confirmation message will appear below the green buttons.


## Reset Password

[Submit](#) [Cancel](#) [New Captcha](#)

If your password has been reset, an email containing your new password will be sent to your email address. If you do not receive that email, please speak to your contact at THE SIPS RETIREMENT PLANNING SYSTEM

Please enter your user name or email address. We will email you a new password shortly.

You may change your new password at any time in the future using the preferences screen.



Please enter the word contained in the above Captcha to validate your request.

Step 7: Link in the Email: Within your email account you should receive an email from system@sipsplanning.com. Follow the directions within the email and click on the link within your email.

SIPS: Your password for the THE SIPS RETIREMENT PLANNING SYSTEM SIPS system has been reset

system@sipsplanning.com

To:

Cc: system@sipsplanning.com

Your passwords for the THE SIPS RETIREMENT PLANNING SYSTEM have been reset.

Your logins associated with the entered email address are:

Logins:

Password:

Please click on the following link to access the User Preferences screen to change this temporary password (Enter the above password as your "old" password)

<https://www.sipsplanning.net/preferences.do>

Step 8: User Id: You will be directed back to the login page. Enter in your User Id.



The image shows the login page for the SIPS Retirement Planning System. At the top left is a logo consisting of a dark blue triangle pointing right, partially overlapping a light green rectangle. To the right of the logo, the text "SIPS" is in a large, bold, dark blue font, and "Retirement Planning System" is in a smaller, grey font below it. Below the header, the text "Log in to your account" is followed by a link "Don't have an account? [Sign Up](#)". There are two input fields: "User id" and "Password". The "User id" field is highlighted with a red box, and a red arrow points to it from the right. Below the "Password" field is a link "Click here to reset your password". At the bottom left is a green "Login" button.

Step 9: Password: Enter in the temporary password you have received with the SIPS email.



This image is identical to the one above, showing the SIPS Retirement Planning System login page. However, in this version, the "Password" input field is highlighted with a red box, and a red arrow points to it from the right, indicating the step for entering the temporary password.

Step 10: Old Password: In the old password text box, paste in the temporary password you have received within your email.

YOUR CASE LIST | SETTINGS | HELP | SIGN OUT

## Preferences

PREFERENCES | RECOMMENDATIONS | CUSTOM RETURN RATES | CUSTOM GROUPING OPTIONS | DISCLOSURE | ALLOCATION CODES

[Save](#) [Cancel](#) [Select New Logo](#)  (\*.gif, \*.png, \*.bmp, \*.jpg, \*.jpeg) [Upload](#)

User id  
Old password  
New password  
Please re-enter new password  
Email address

Company Name  
Company Address  
Company Address  
Company Phone  
Company Website  
Company Email

Step 11: New Password: Type in a new password.

YOUR CASE LIST | SETTINGS | HELP | SIGN OUT

## Preferences

PREFERENCES | RECOMMENDATIONS | CUSTOM RETURN RATES | CUSTOM GROUPING OPTIONS | DISCLOSURE | ALLOCATION CODES

[Save](#) [Cancel](#) [Select New Logo](#)  (\*.gif, \*.png, \*.bmp, \*.jpg, \*.jpeg) [Upload](#)

User id  
Old password  
New password  
Please re-enter new password  
Email address

Company Name  
Company Address  
Company Address  
Company Phone  
Company Website  
Company Email

Step 12: Please re-enter a new password: Re-enter the new password.

YOUR CASE LIST | SETTINGS | HELP | SIGN OUT

## Preferences

PREFERENCES | RECOMMENDATIONS | CUSTOM RETURN RATES | CUSTOM GROUPING OPTIONS | DISCLOSURE | ALLOCATION CODES

[Save](#) [Cancel](#) [Select New Logo](#)  (\*.gif, \*.png, \*.bmp, \*.jpg, \*.jpeg) [Upload](#)

User id  
Old password  
New password  
Please re-enter new password  
Email address

Company Name  
Company Address  
Company Address  
Company Phone  
Company Website  
Company Email

Step 13: Save: Click on the green Save button underneath the Preferences heading.

The screenshot shows the 'Preferences' form in a web application. At the top, there is a navigation bar with links: 'YOUR CASE LIST', 'SETTINGS', 'HELP', and 'SIGN OUT'. Below the navigation bar, there is a sub-navigation bar with links: 'PREFERENCES', 'RECOMMENDATIONS', 'CUSTOM RETURN RATES', 'CUSTOM GROUPING OPTIONS', 'DISCLOSURE', and 'ALLOCATION CODES'. The main heading is 'Preferences'. Below the heading, there are two buttons: 'Save' (green) and 'Cancel' (grey). To the right of these buttons is a 'Select New Logo' button and a text input field with a file type hint '(\*.gif, \*.png, \*.bmp, \*.jpg, \*.jpeg)' and an 'Upload' button (green). Below these are several form fields: 'User id', 'Old password', 'New password', 'Please re-enter new password', 'Email address', 'Company Name', 'Company Address', 'Company Address', 'Company Phone', 'Company Website', and 'Company Email'. A red arrow points to the 'Save' button.

Step 14: Sign out: Click on the Sign out button in the upper right-hand side of the screen.

The screenshot shows the same 'Preferences' form as in Step 13. A red arrow points to the 'SIGN OUT' button in the top right corner of the navigation bar.

Step 15: Login: Click on the green Login button.



Step 16: Welcome Page: SIPS should automatically direct you to the welcome landing page.



If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: [support@planscout.com](mailto:support@planscout.com)