

# Changing Your Password Through The Settings Option

01/04/2026 1:14 pm EST

Within SIPS you can reset your password through the settings options. Below is a step-by-step guideline on resetting your password through the settings option.

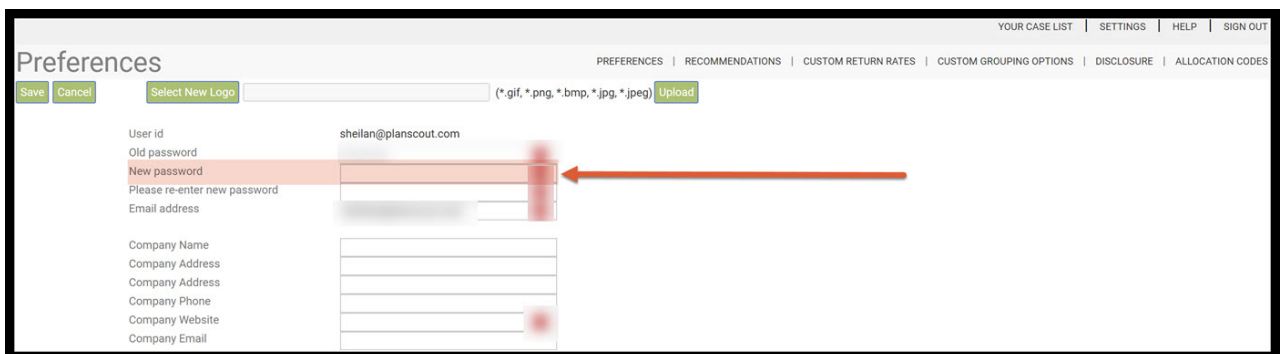
Step 1: Login: Log into SIPS.



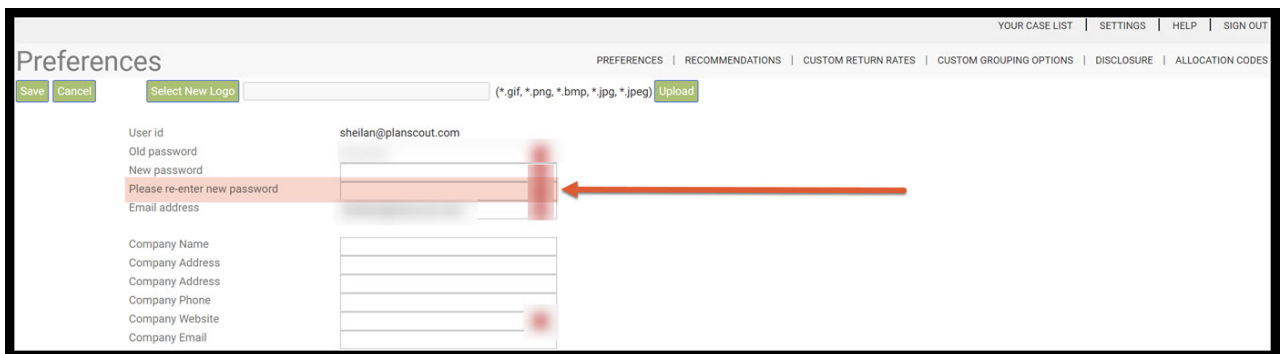
Step 2: Settings: Click on the Setting header that is located in the upper right-hand side of the screen.



Step 3: New Password: Type in the new password.



Step 4: Re-enter new password: Re-enter the new password.



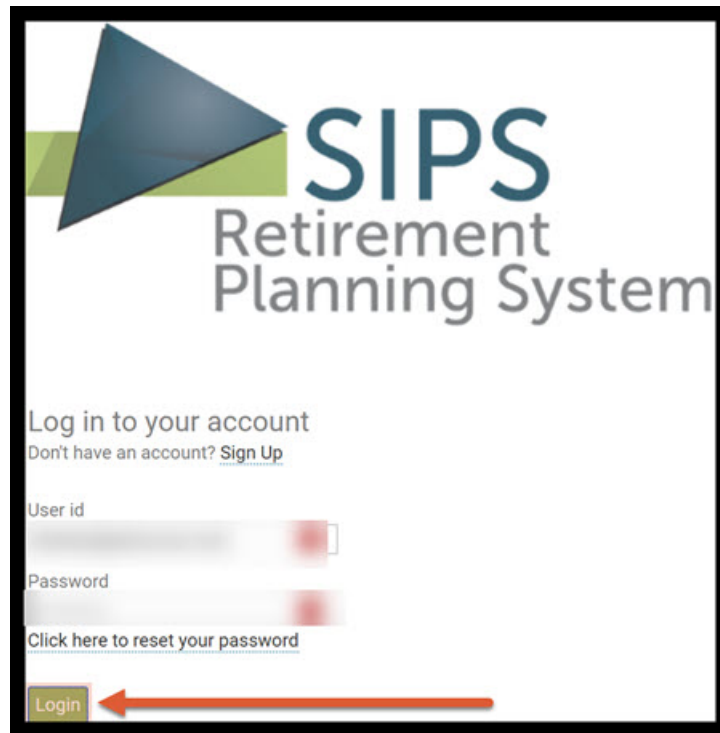
Step 5: Save: Click on the green Save button underneath the Preferences heading.

The screenshot shows the 'Preferences' page in a web application. At the top right, there is a navigation bar with links: 'YOUR CASE LIST', 'SETTINGS', 'HELP', and 'SIGN OUT'. Below this, a sub-navigation bar contains links: 'PREFERENCES', 'RECOMMENDATIONS', 'CUSTOM RETURN RATES', 'CUSTOM GROUPING OPTIONS', 'DISCLOSURE', and 'ALLOCATION CODES'. The main heading is 'Preferences'. Below the heading, there are two rows of buttons: 'Save' (green), 'Cancel' (grey), 'Select New Logo' (green), and 'Upload' (green). A red arrow points to the 'Save' button. The form contains several fields: 'User id' (text input with value 'sheilan@planscout.com'), 'Old password' (password input), 'New password' (password input), 'Please re-enter new password' (password input), 'Email address' (text input), 'Company Name' (text input), 'Company Address' (text input), 'Company Address' (text input), 'Company Phone' (text input), 'Company Website' (text input), and 'Company Email' (text input).

Step 6: Sign out: To sign out of SIPS, click on the Sign Out heading that is located in the upper right-hand side of the screen.

The screenshot shows the 'Preferences' page in a web application. At the top right, there is a navigation bar with links: 'YOUR CASE LIST', 'SETTINGS', 'HELP', and 'SIGN OUT'. Below this, a sub-navigation bar contains links: 'PREFERENCES', 'RECOMMENDATIONS', 'CUSTOM RETURN RATES', 'CUSTOM GROUPING OPTIONS', 'DISCLOSURE', and 'ALLOCATION CODES'. The main heading is 'Preferences'. Below the heading, there are two rows of buttons: 'Save' (green), 'Cancel' (grey), 'Select New Logo' (green), and 'Upload' (green). A red arrow points to the 'SIGN OUT' link in the top right corner. The form contains several fields: 'User id' (text input with value 'sheilan@planscout.com'), 'Old password' (password input), 'New password' (password input), 'Please re-enter new password' (password input), 'Email address' (text input), 'Company Name' (text input), 'Company Address' (text input), 'Company Address' (text input), 'Company Phone' (text input), 'Company Website' (text input), and 'Company Email' (text input).

Step 7: Log In: Log back into SIPS with the new password.



Step 8: 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)