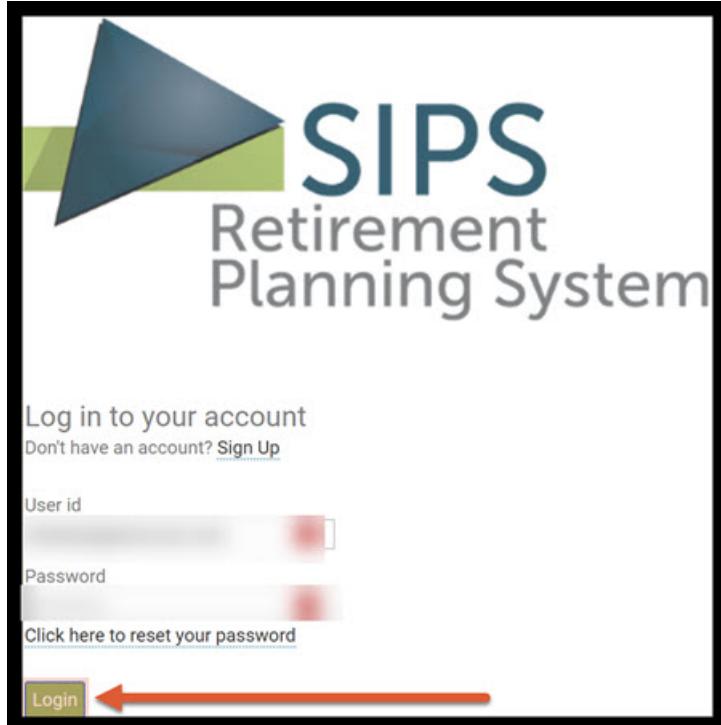


# Changing Your Password Through The Settings Option

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.

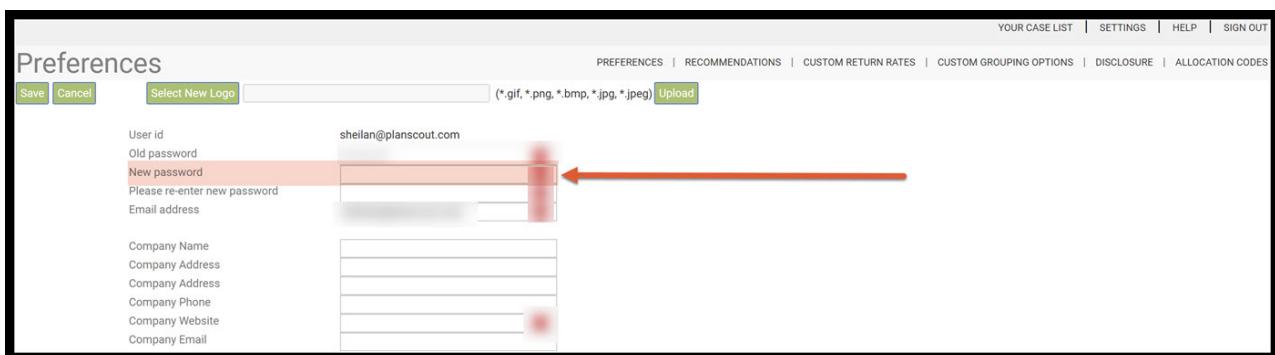
Step 1: Login: Log into SIPS.



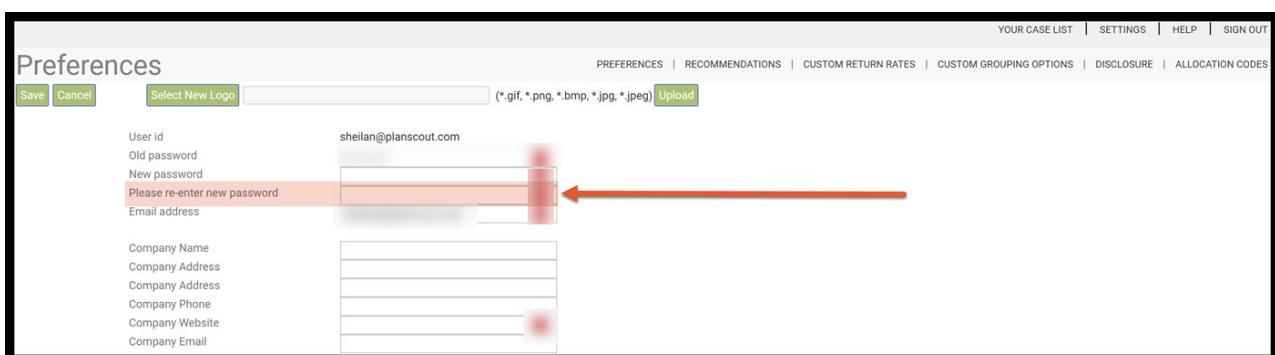
Step 2: Settings: Click on the Setting header that is located in the upper right-hand side of the screen.



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



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

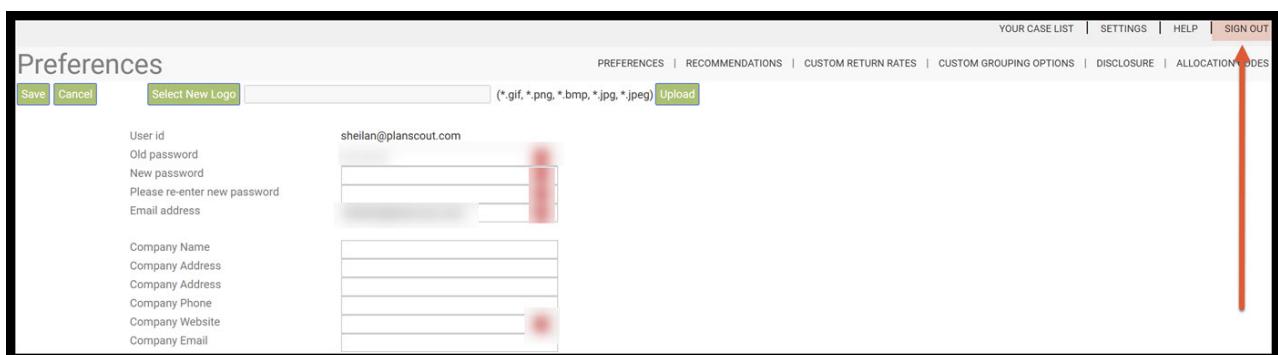


Step 5: Save: Click on the green Save button underneath the Preferences heading.



The screenshot shows the 'Preferences' page. At the top, there are buttons for 'Save' (highlighted with a red arrow), 'Cancel', 'Select New Logo', and an 'Upload' button. Below these are sections for User id, Old password, New password, Please re-enter new password, and Email address. To the right, there is a placeholder for a logo with the text 'sheilan@planscout.com' and an 'Upload' button. At the bottom, there are sections for Company Name, Company Address, Company Address, Company Phone, Company Website, and Company Email. The top right of the page has links for 'YOUR CASE LIST', 'SETTINGS', 'HELP', and 'SIGN OUT'.

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.

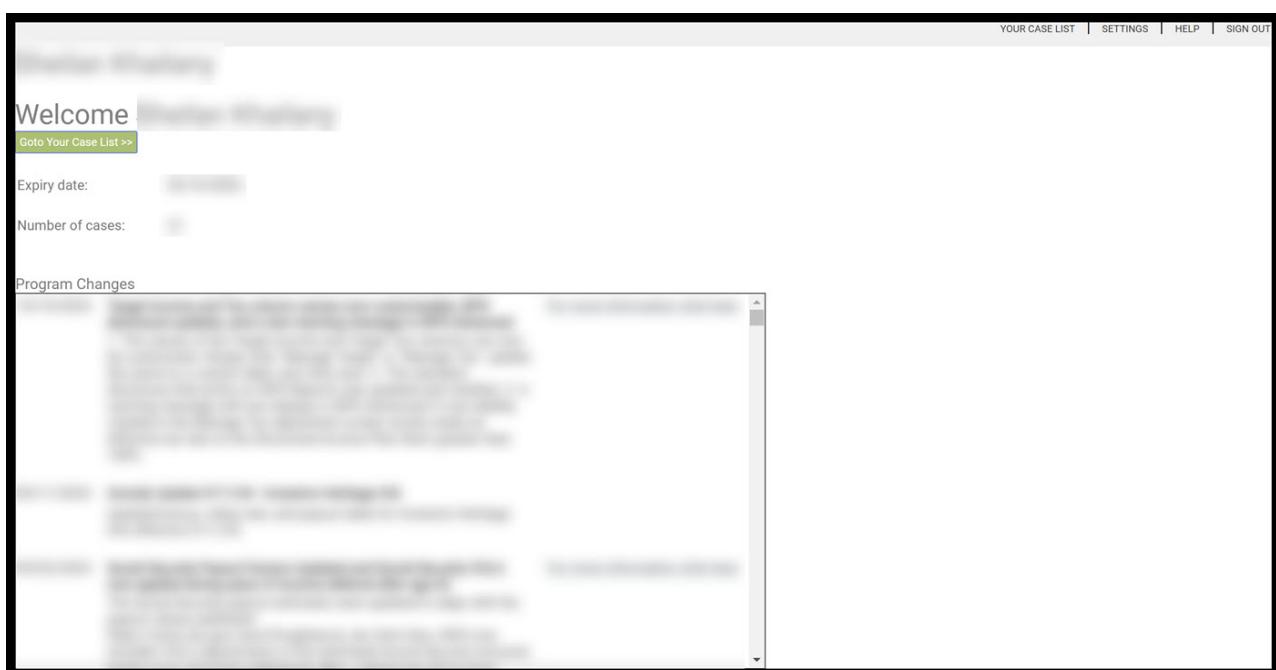


The screenshot shows the 'Preferences' page. At the top, there are buttons for 'Save' (highlighted with a red arrow), 'Cancel', 'Select New Logo', and an 'Upload' button. Below these are sections for User id, Old password, New password, Please re-enter new password, and Email address. To the right, there is a placeholder for a logo with the text 'sheilan@planscout.com' and an 'Upload' button. At the bottom, there are sections for Company Name, Company Address, Company Address, Company Phone, Company Website, and Company Email. The top right of the page has links for 'YOUR CASE LIST', 'SETTINGS', 'HELP', and 'SIGN OUT' (highlighted with a red arrow).

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)