

The "How-To" Knowledge Base (KB) Article

Topic: How to Reset Your Password and Secure Your Account

Introduction:

Lost access to your dashboard? Don't worry. Follow these three quick steps to regain access and ensure your data remains secure.

Steps to Reset:

1. Navigate to Login: Click the "Forgot Password" link on the sign-in screen.
2. Check Your Inbox: Enter your registered email. You will receive a secure reset link within 2 minutes. (Tip: Check your 'Promotions' or 'Spam' folder if it doesn't appear!).
3. Create a Strong Password: Choose a phrase at least 12 characters long. We recommend a mix of uppercase letters and a unique symbol (e.g., \$ or #).

Pro-Tip for Security:

Once logged in, we highly recommend enabling Two-Factor Authentication (2FA) in your Security Settings to add an extra layer of protection to your account.

And with that, you are all set.