Your Login Email Address & Password

Keep your Paperless Pipeline login information current by updating your login email address and password as needed.

Introduction

When your profile is set up in your company's Paperless Pipeline account, your admin may send a Welcome Email to your login email address.

The first time you log in, you'll be asked to change your temporary password. Whenever necessary, you can update your login details, including your email address and password.

Change Your Email Address

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

Who Can Do This? Anyone can change their own email address.

To change your email address:

1. **Go to your Personal Profile** by clicking your name in the upper right corner, then [Personal Profile].

2. **Enter** *Your Email Address.*

3. **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

Update the password you use to log into Paperless Pipeline.

Who Can Do This? Anyone can change their own Paperless Pipeline password.

To change your password:

① **Go to your Personal Profile** by clicking your name in the upper right corner, then [Personal Profile].

② **Enter** *Your Current Password.*

Forgot your password? Here's what to do →

③ **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." Learn more about Login Security →

④ **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.