

## **How to change Your Password in Gridlex App Suite?**

Follow these steps to change your password on Gridlex App Suite.

**Step 1:** Go to the [Gridlex app suite](#) login page and login to your Gridlex account with your current password.

**Step 2:** Hover over your account name at the top right corner. You will see the 'Change Password' option. Click on it.

**Step 3:** Now, enter your current password and the new password, and confirm it. Once you're done, click on "Change Password." Your password will be changed, and you can use the new password to log in.

## **How to Reset Your Password in Gridlex App Suite?**

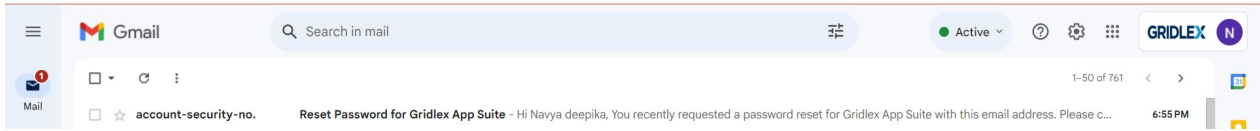
Follow these steps to reset your password on Gridlex App Suite.

**Step 1:** Go to the [Gridlex app suite](#) login page and click "Forgot Password? Click here to reset your password."

**Step 2:** Enter your registered email address and click "Send Reset Password Link to My Email."

**Note:** If you don't have an email address or can't remember your email address, please contact your organization's administrator.

**Step 3:** Check your email inbox for a password reset link. Check your spam folders if you can't find the email in your inbox.



**Step 4:** Now open the email and click on the “Click Here” link.

**Step 5:** You will be redirected to the password creation page. You can now create a new password. Enter the new password, confirm it, and click “Reset Password.”

**Step 6:** Now login with the new password that you just created.

If you need any help with any feature, data migration of your old data, or anything at all, just email [apps@gridlex.com](mailto:apps@gridlex.com) and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.