



Software

# How to recover or change your password?

The eGO user has the possibility to recover or change their password to a different one.

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#### **Recover lost password**

To recover a lost password, you must perform the following steps:

1. Go to the home page `<u>http://admin.egorealestate.com/Default.aspx</u>';

<b>(</b>	60 Real Estate	
Email		
Password		
Remember session		Login

2. Click on 'Recover Password';

Email	_
Password	
Remember session	in

**3.** A new password will be sent to your e-mail.

**Note:** To change your password, you should take the following steps.

## Change your current password

To change your current password, you must perform the following steps:

## **4.** Go to the `**Users**' tab;

7+							
	Potential client: Elizabeth Gates Phone: (44) 58820143652 Email: eligates@hotmail.co.uk	Preference Property House 3 Rooms, CAS_09 City of London, City of London, London Availability: Available To rent: £2,600					
	add tags	LOST					
elect	Add a tag Email Print Delete More						
Repo	rts: Create report, Summary of opportunities						

### **5.** Click on your user;

ielect all	Delete Lock Jessica Paquincha	Reset password
	Julien Horta	Reset password
	Paulo Pinheiro	Reset password
	Sofia Custódio	(Super user
elect all   (	Delete Lock	

**6.** Go down to the **`Password settings**' section, select **`Change Password**' option and complete the form with the requested data;

	ge Passv	word	_					
Current	passwor	ď						
New pas	sword				_)			
Re-type	passwor	rd						
▼ Mail sign	ature							
Mail sign	ature U	s x	x <sup>2</sup> =	:: g		■ 仮 ⊃	¢	

7. After changing your password, click `Save'.



Learn more: http://academia.egorealestate.com

**Questions:** <u>support@egorealestate.com</u>