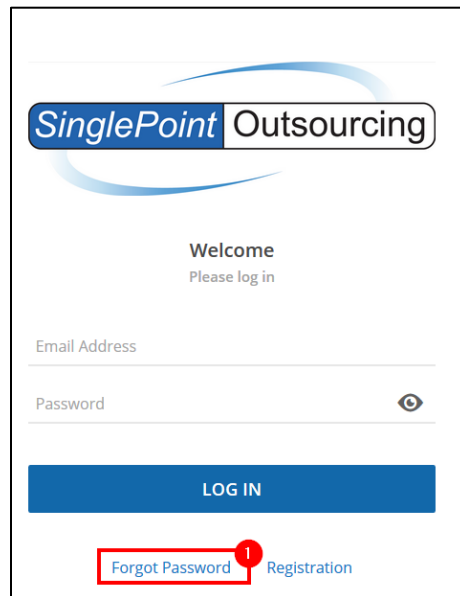


WORKLIO - FAQ

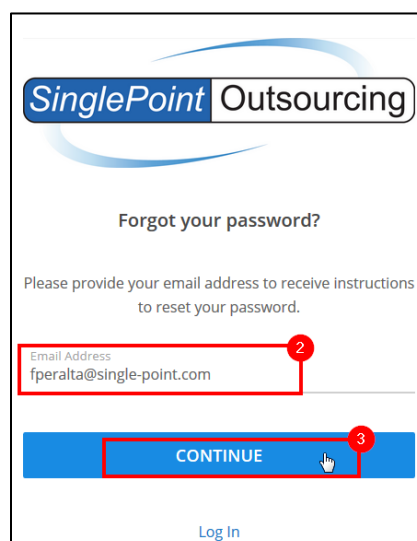
Portal del empleado: contraseña olvidada

Paso 1. Desde la página de inicio de sesión (<https://employee.spo-hr.com/Account/Login>) haga clic en OLVIDAR CONTRASEÑA.

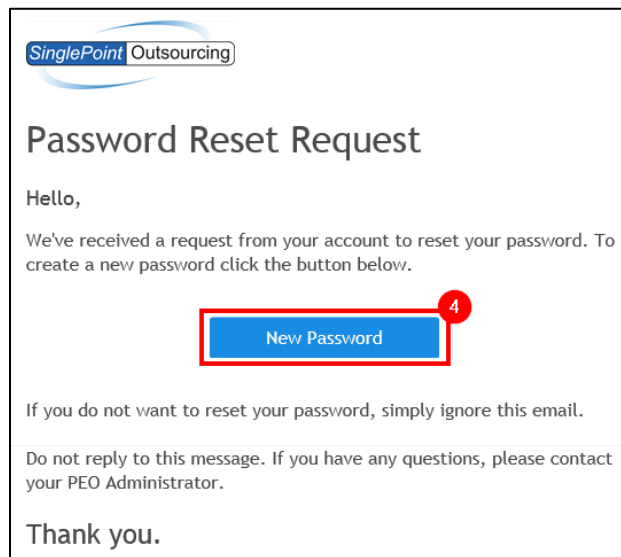


Paso 2. Escriba la dirección de correo electrónico que utiliza para el portal de empleados. Si no recuerda su correo electrónico, comuníquese con fperalta@single-point.com .

Paso 3. Haga clic en CONTINUAR.



Paso 4. Recibirás un correo electrónico similar al que se muestra a continuación. Una vez que reciba este correo electrónico, haga clic en NUEVA CONTRASEÑA.

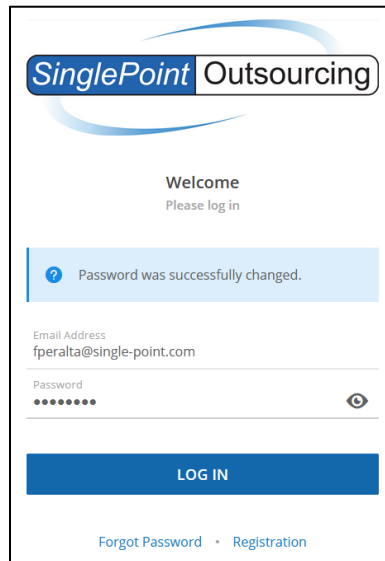


Paso 5. Escriba su nueva contraseña y confirme la nueva contraseña justo debajo de ella.

Paso 6. Haga clic en GUARDAR.

The image shows a screenshot of a web form titled "Change Your Password" from SinglePoint Outsourcing. The form includes the instruction "Edit your login password and save the changes." Below this, a light blue box contains a question mark icon and the text: "Minimum password length is 8 characters, password must contain Lowercase Letters and Numbers." There are two password input fields: "New Password" and "Confirm New Password," both containing masked characters (dots) and having eye icons to toggle visibility. A red box highlights both input fields, with a red circle containing the number 5 positioned between them. Below the input fields is a blue "SAVE" button with a hand cursor icon, highlighted by a red box and a red circle containing the number 6. At the bottom of the form is a "Login" link.

Recibirá un mensaje que indica que LA CONTRASEÑA SE HA CAMBIADO CON ÉXITO.
Ahora puede iniciar sesión con su nueva contraseña.



The screenshot displays the SinglePoint Outsourcing login interface. At the top, the company logo is visible. Below it, the text "Welcome" and "Please log in" is centered. A light blue notification box contains a question mark icon and the message "Password was successfully changed." Below this, there are two input fields: "Email Address" with the value "fperalta@single-point.com" and "Password" with masked characters and a visibility toggle icon. A prominent blue "LOG IN" button is positioned below the password field. At the bottom, there are links for "Forgot Password" and "Registration".