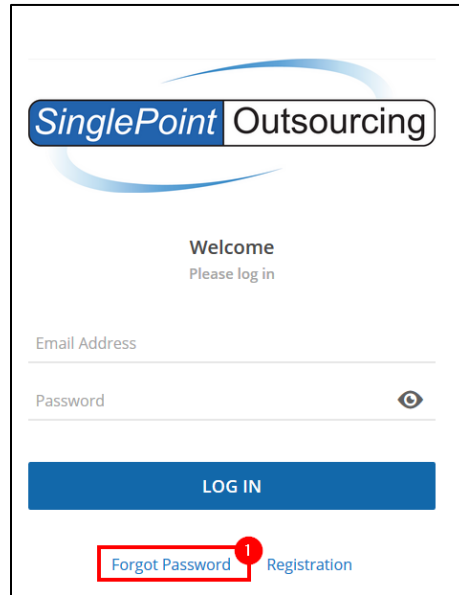


WORKLIO - FAQ

Employee Portal – Forgotten Password

Step 1. From the log in page (<https://employee.spo-hr.com/Account/Login>) click on FORGOT PASSWORD.



SinglePoint Outsourcing

Welcome
Please log in

Email Address

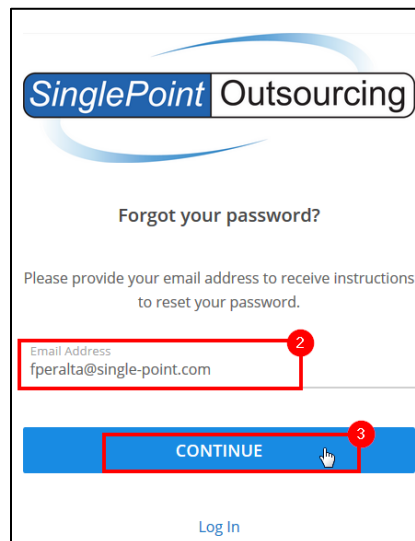
Password

LOG IN

Forgot Password¹ Registration

Step 2. Type in the email address you use for the employee portal, if you cannot remember your email please refer reach out to fperalta@single-point.com .

Step 3. Click on CONTINUE.



SinglePoint Outsourcing

Forgot your password?

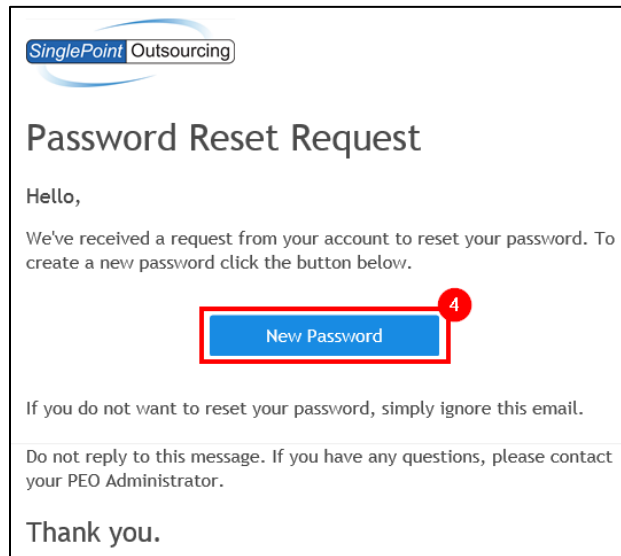
Please provide your email address to receive instructions to reset your password.

Email Address
fperalta@single-point.com

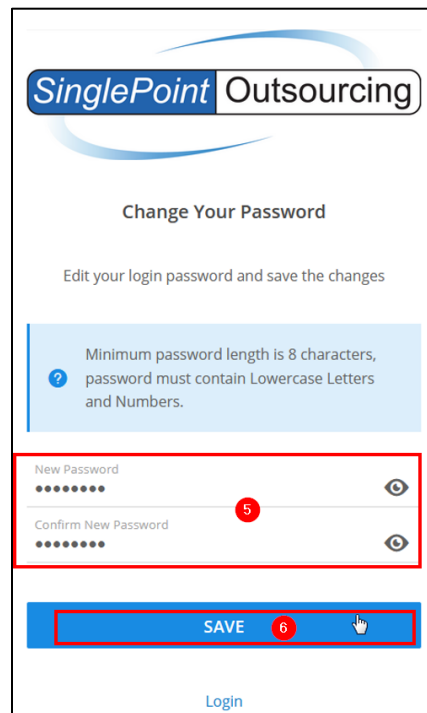
CONTINUE

Log In

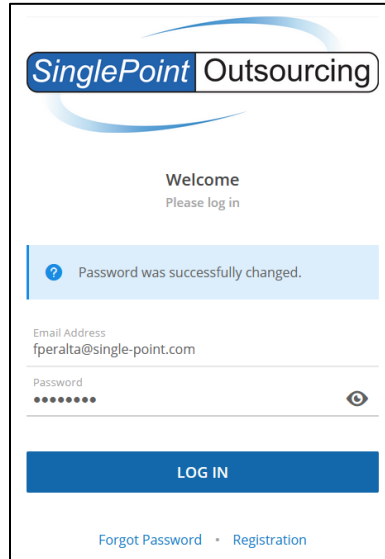
Step 4. You will receive an email that looks like the below one. Once you receive this email click on NEW PASSWORD.



Step 5. Type in your new password and confirm the new password right below it.
Step 6. Click on SAVE.



You will receive a message saying PASSWORD WAS SUCCESSFULLY CHANGED. You can now login with your new password.



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