WORKLIO - FAQ

Employee Portal – Forgotten Password

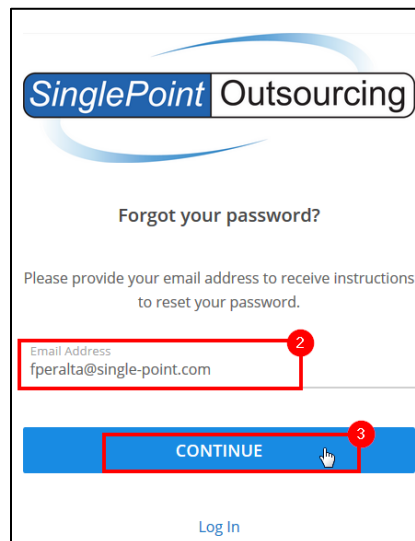**Step 1.** From the log in page (https://employee.spo-hr.com/Account/Login) click on FORGOT PASSWORD.

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.

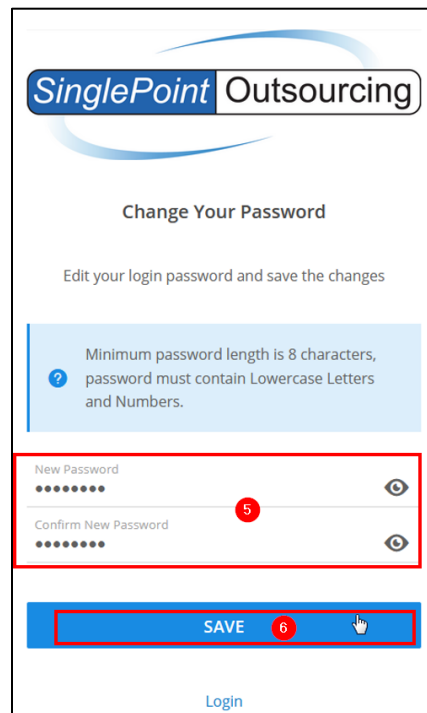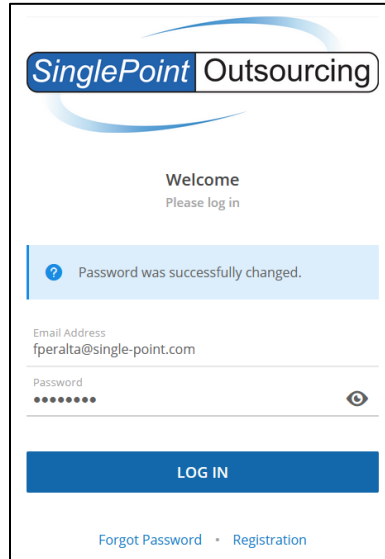**Step 4.** You will receive an email that looks like the below one. Once you receive this email click on NEW PASSWORD.
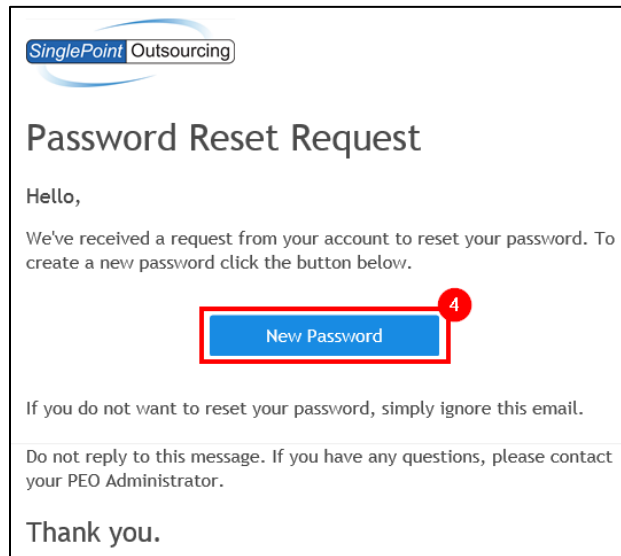
Step 5. Type in your new password and confirm the new password right below it.
Step 6. Click on SAVE.

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