

BeneDesk – Updating the Password

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Go to *BeneDesk* login page:

<https://www.benedesk.com/Account/LogOn?returnUrl=%2f>

Updating the password

1. Click the **Forgot password** button
2. Fill your email address to the **Username** field
3. Fill your phone number to the **Phone number** field
 - The username field is mandatory to fill
 - The phone number must be filled, if you number is registered in BeneDesk
 - BeneDesk will show a notification, if the phone number must be filled
 - * If BeneDesk does not require the phone number, click the **No number** button
4. Click the **Send request** button
5. Open the message and **click the link**

On the page which opens, fill:

6. Your **username**
7. The **new password**
8. The **new password**

The image illustrates the password reset process through four main stages:

- Step 1:** On the BeneDesk login page, click the "Forgot password?" button.
- Step 2:** Enter your email address in the "Username" field.
- Step 3:** Enter your phone number in the "Phone number" field. If not required, click "No number".
- Step 4:** Click the "Send request" button.
- Step 5:** Open the email from Benemen Support and click the provided link.
- Step 6:** On the "Aseta uusi salasana" page, enter your username.
- Step 7:** Enter your new password.
- Step 8:** Re-enter your new password for confirmation.

