

### TWP Password Reset

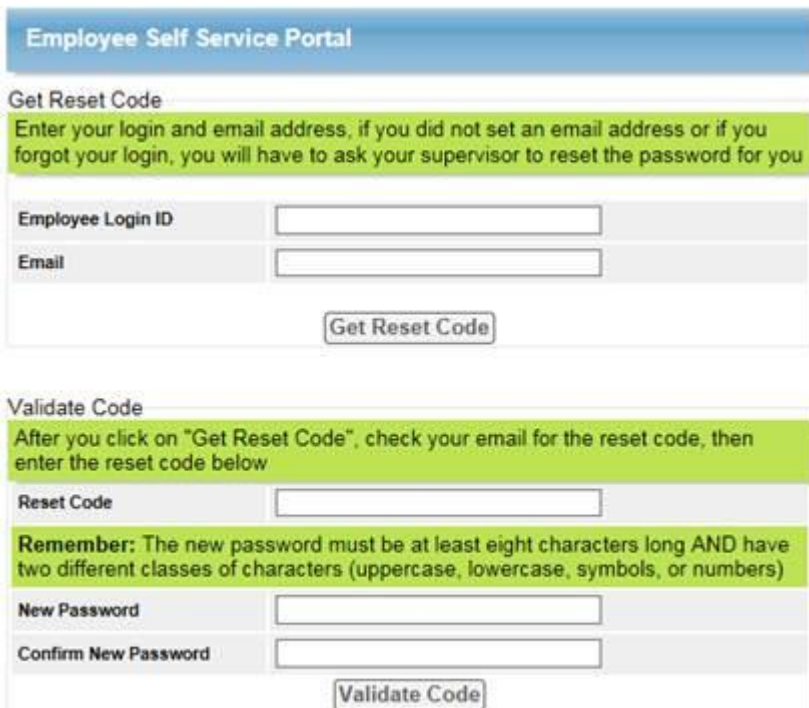
Follow the instructions below to reset your password in TW or TWP.

The employees are able to set up their own Password for their Time Cards; however you will need to add the employee's email to his profile in Webclock Admin. Once their email is set up please have the employee follow these steps:

1. The employee will need to click 'Forgot your password?'



2. They will then see a screen like this:



Once he receives the email with the Reset Code he will need to enter it here and create a new password.