

Accessing the Portal

Accessing, logging in & out, & resetting password.

- [Account Creation](#)
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Account Creation

The following outlines the steps to getting an account created with Simple RFID.

Once your account has been created, you will be added as the Super User. Your email address is your Username.

Set Password Email

An email will be sent to the email address provided with a link to set your password.

Open the email

Click on the link

Enter Your Password

Repeat Your Password

Click Save

If you forget your password you can [reset it](#).

Now you can [login to the web portal](#) & mobile app using these credentials.

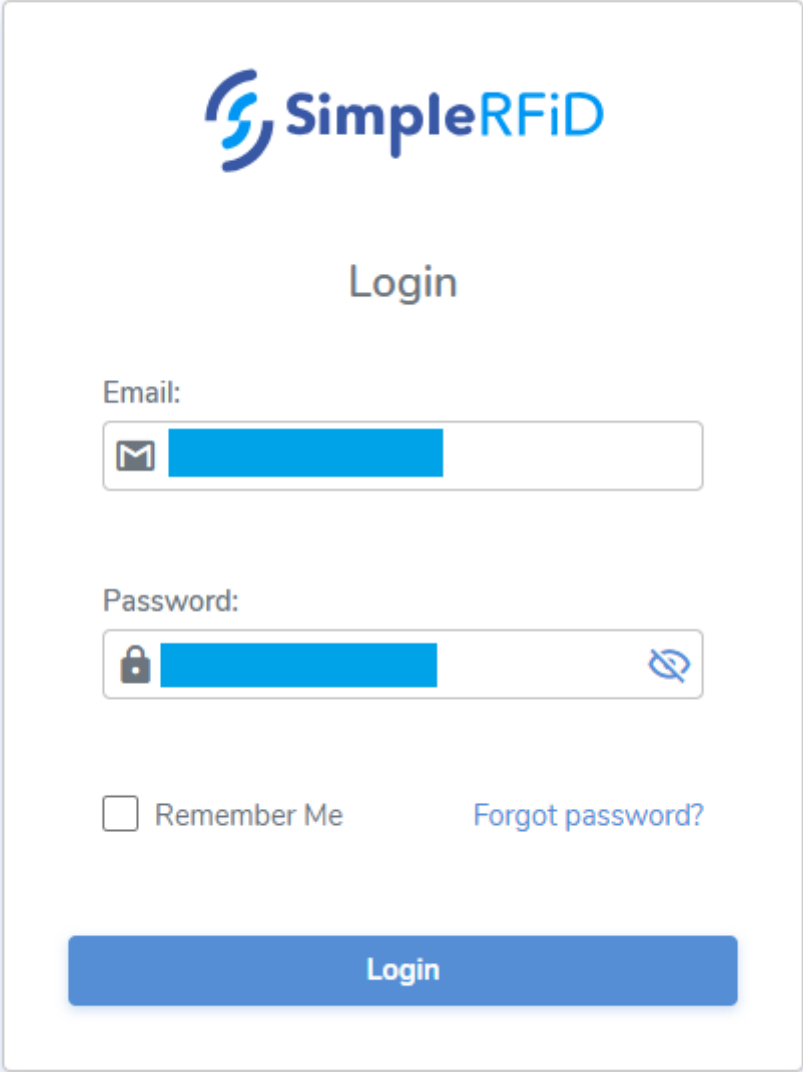
Log In

Instructions on logging into the web portal

- To access the portal login screen, enter portal.simplerfid.com into a web browser

Login Screen

- Enter your email and password into the login fields.

The image shows a login screen for SimpleRFID. At the top is the SimpleRFID logo, which consists of a blue stylized 'S' icon followed by the text 'SimpleRFID' in a blue sans-serif font. Below the logo is the word 'Login' in a grey sans-serif font. There are two input fields: the first is labeled 'Email:' and contains a blue envelope icon and a blue rectangular placeholder; the second is labeled 'Password:' and contains a blue padlock icon, a blue rectangular placeholder, and a blue eye icon with a diagonal line through it. Below the password field is a checkbox labeled 'Remember Me' and a link labeled 'Forgot password?'. At the bottom is a large blue button with the word 'Login' in white text.

- If you want to stay logged in on this device, check the "Remember me" box.
- Finally, click "Login" to enter the portal.
- If you have forgotten your password click the 'Forgot password?' link

If you don't remember your password, click "Forgot Password", then enter your email address and click "Send a link to email". You should then receive an email with a link to reset your password.

If your account hasn't yet been created, contact your manager or support@simplerfid.com

Resetting Password

Instructions for how to reset your password.

From the login screen click 'Forgot password?'

Password Reset

- Enter the associated email address
- Click **Send a link to email**



Password reset request

Email:

 example@example.com

Enter your email and we will send you a link to restore
your account.

[Send a link to email](#)

Reset Notification

Once sent, a notification will appear advising that the email has been sent.

The pop-up also contains a link to '**Resend the code to email**'



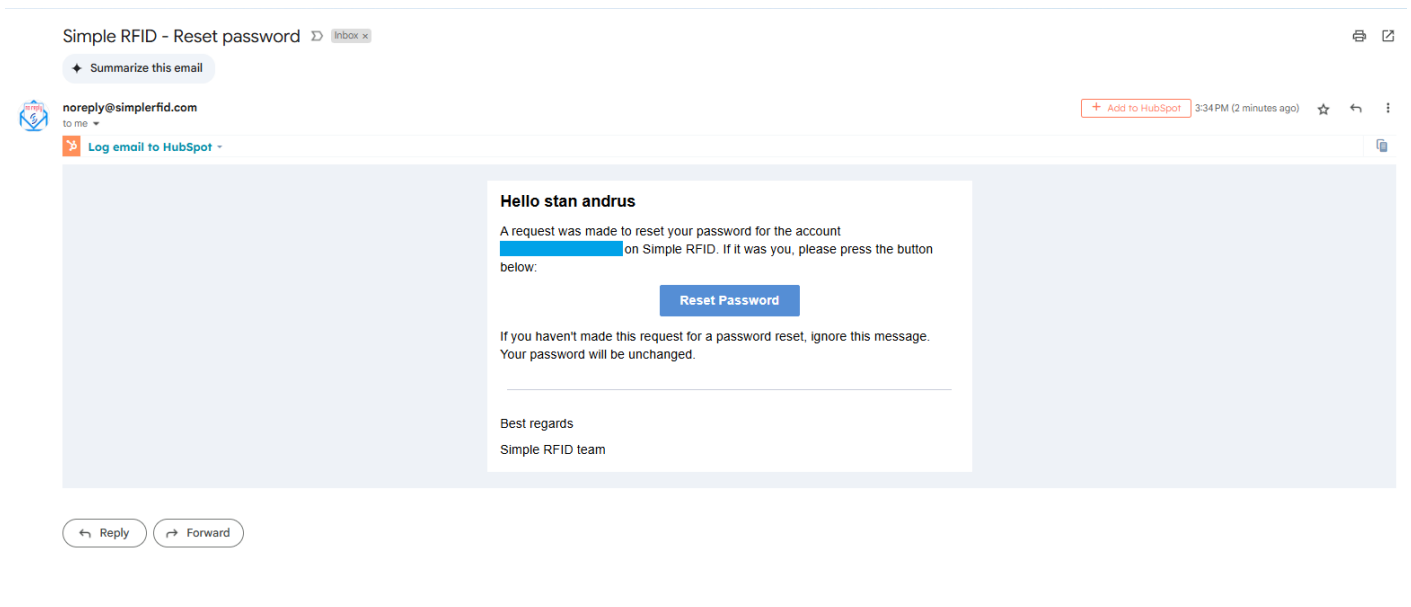
Email is sent!
Check your email for the restore link to continue.

[Resend a code to email](#)

Reset Email

An email will then be sent to the associated email with a button to reset your password

- Click 'Reset Password'



Change Password screen

- Enter password
- Repeat password
- Click 'Save new password'



Change Password

Password:





Good Password

Repeat Password:





Save new password

Confirmation Notification

A pop-up message will confirm that your password was changed successfully



Password successfully changed!

You will be soon redirected to the Login page. If it doesn't happen click [here](#).

Logout

[To logout follow these steps](#) in the Admin menu