

Accessing the Portal

Accessing, logging in & out, & resetting password.

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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.

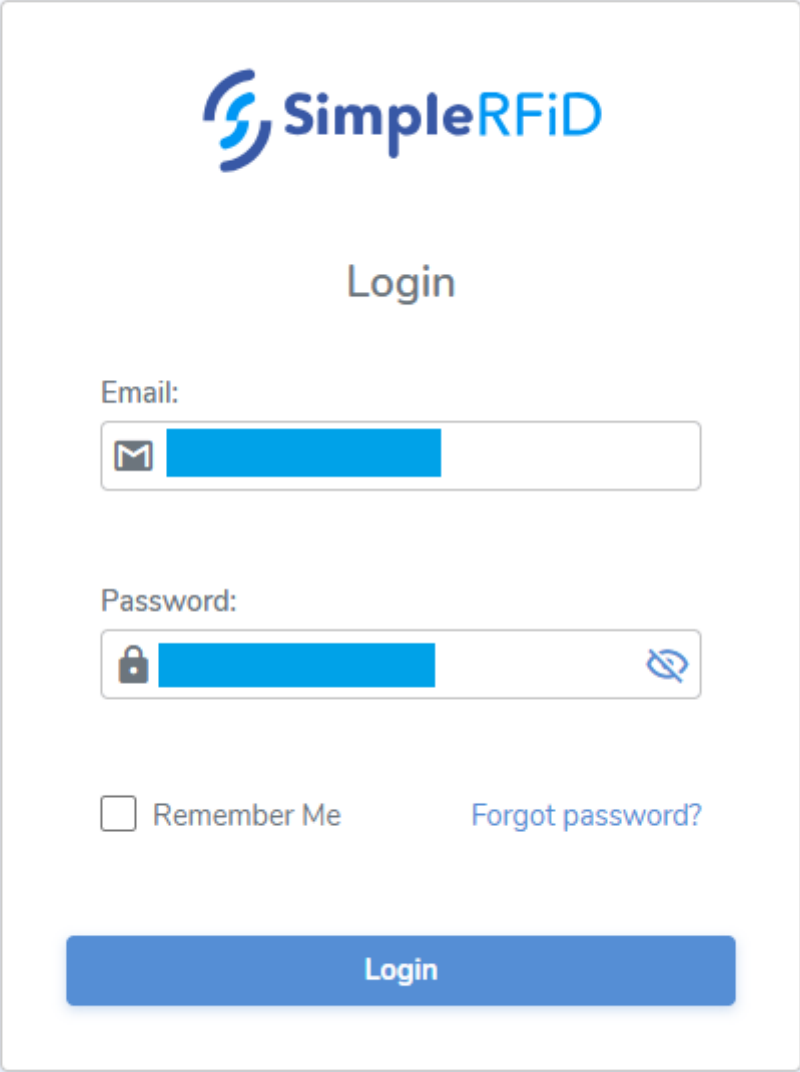
Log In

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 screenshot of the SimpleRFID login screen. At the top is the SimpleRFID logo, which consists of a blue stylized 'S' icon followed by the text 'SimpleRFID'. Below the logo is the word 'Login' in a large, bold, black font. Underneath 'Login' are two input fields. The first is labeled 'Email:' and contains a blue email icon on the left and a blue rectangular placeholder for text. The second is labeled 'Password:' and contains a blue lock icon on the left, a blue rectangular placeholder for text, and a blue eye icon on the right. Below the password field is a checkbox labeled 'Remember Me' and a blue link labeled 'Forgot password?'. At the bottom of the form 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'

Summarize this email

 noreply@simplerfid.com
to me

[Add to HubSpot](#) 3:34PM (2 minutes ago) ☆ ↶ ⋮

[Log email to HubSpot](#)

Hello stan andrus

A request was made to reset your password for the account [redacted] on Simple RFID. If it was you, please press the button below:

[Reset Password](#)

If you haven't made this request for a password reset, ignore this message. Your password will be unchanged.

Best regards
Simple RFID team

↶ Reply

↷ Forward

Change Password screen

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



Change Password

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