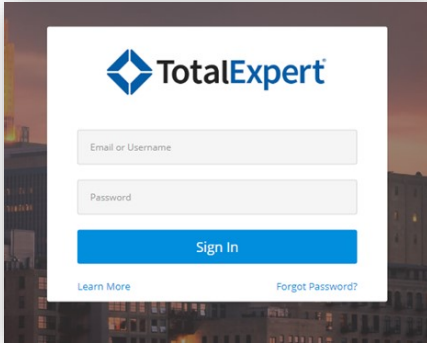


## Getting Started



1. Navigate to **www.totalexpert.net**
2. Enter your email address in the **Email or Username** field.
3. Enter your password in the **Password** field.

**Note:** For initial log-in you will receive your user name and password in your welcome email. After logging in, please use the steps below to change your password.

## Changing your Password

1. Log into Total Expert Now.
2. Select **your user name** in the upper right corner of the screen.
3. Select **Account Settings**.
4. Navigate to the **Update Password** tile.
5. Enter your current password in the **Password** field.
6. Click the **Verify** button.
7. Enter your new password in the **New Password** and **Confirm Password** fields.
8. Click the **Save Changes** button in the upper left corner of the Account Settings page.

