

How To Reset Your GoEpos Web Office User Password

If you have forgotten your GoEpos Web Office User password, please follow the steps below to reset it.

1. Using your web browser, go to the GoEpos website by visiting **goepos.com** and then click the **[WEB OFFICE LOGIN]** button in the top right.
2. Below the green **[Login]** button click the text link **“Forgot Your Password?”**
3. Input your web office user **email address** and click the **[Send Reset Password Email]** button.
4. **Check your email inbox** (and your junk folder) and you should have received a **“Change Password Request”** email. Open the email and **copy and paste the bold URL password reset link into a new web browser tab.**
5. **Input your new password and confirm your new password** and click the **[Change]** button. *Please note that your password must be a minimum of 8 characters with at least one capital letter and one number.*
6. It will then take you back to the main GoEpos login screen. Input your email address and new password to login.