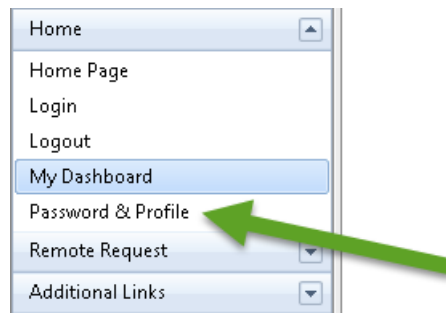

TEAMWORKS HOW-TO: CHANGE YOUR PASSWORD

- Open an Internet Browser, navigate to leon.teamworkslive.com
- Log In with the credentials you were provided, click Log In
- Once you are logged in, on the left hand side select Password & Profile



- Type the new password you would like to use, retype the same password
- Select Save Changes at the bottom of the screen

User Profile Options

Password Reset
(Type password twice. They must match.)

New Password

Retype Password

Organization Signup Conditions of Use

1. Conditions

An organization can only have a single user bound by a relationship between that user account and its 'Secret Key'. In order for you to transfer the ownership of the organization to another account you will need to provide the 'Secret key' which is provided here during setup. An admin may also manage your organization and its permissions within the control panel under the organization tab of the user account.

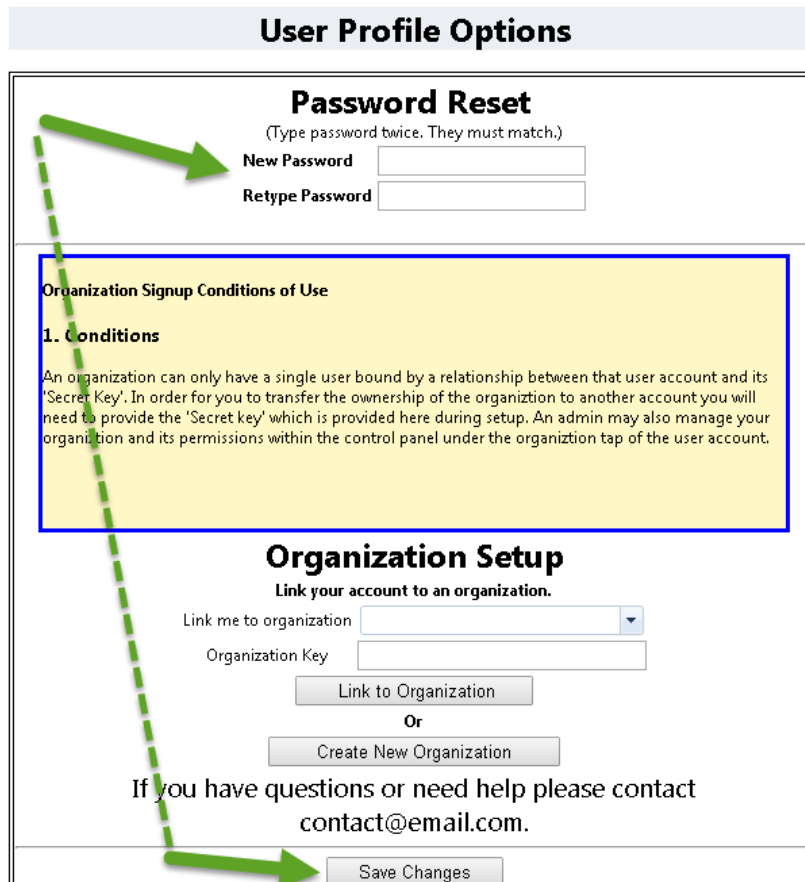
Organization Setup
Link your account to an organization.

Link me to organization

Organization Key

Or

If you have questions or need help please contact contact@email.com.

A screenshot of the 'User Profile Options' page. It features a 'Password Reset' section with two input fields for 'New Password' and 'Retype Password'. Below this is a yellow box containing 'Organization Signup Conditions of Use' and '1. Conditions'. The 'Organization Setup' section includes a dropdown for 'Link me to organization', an 'Organization Key' input field, and two buttons: 'Link to Organization' and 'Create New Organization'. At the bottom, there is a 'Save Changes' button. Green arrows point to the 'New Password' field, the 'Save Changes' button, and the 'Organization Setup' section.