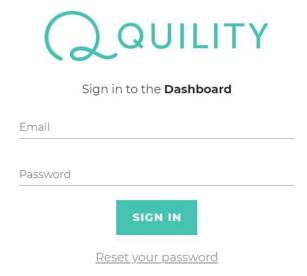
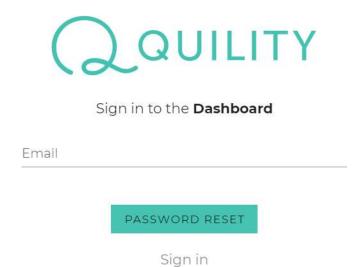


HQ Initial Login Instructions

- 1. Navigate to <u>hq.quility.com</u>.
- 2. Click "Reset your password."



3. Enter your email address that is connected to Opt! and then click "Password Reset."





4. You will receive a confirmation message that you have been sent an email to complete the reset.



5. Find the email from hello@quility.com with the subject line "Password Change to Quility Dashboard." Within the email, click on "Confirm password change."

NOTE: You may need to check your spam/junk folder if you do not see the email in your inbox.



Password Change Request

You have submitted a password change request.

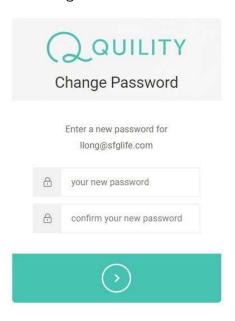
Confirm password change

If you did not make this request, please disregard this email and make sure you can still login to your account.

Thanks! **QuilityDashboard**



6. A new window will pop up in your web browser. Enter your new password twice and click the green arrow.



- 7. You will receive a confirmation message that your password was changed and be redirected to the login screen.
- 8. Enter your email address and new password and click "Sign in."

