



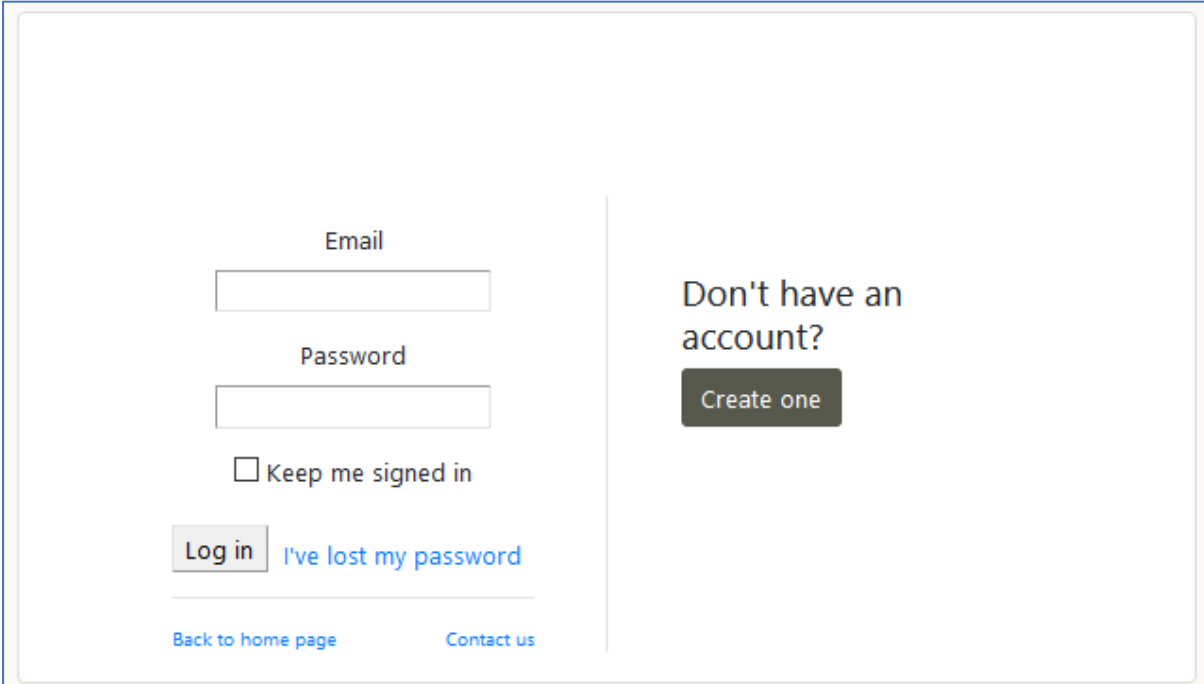
Flexible Membership Software

[Member Documentation: First Login](#)

When your members first login to Gecco, they probably will not have a password set. Therefore they need to work through the Reset Password process.

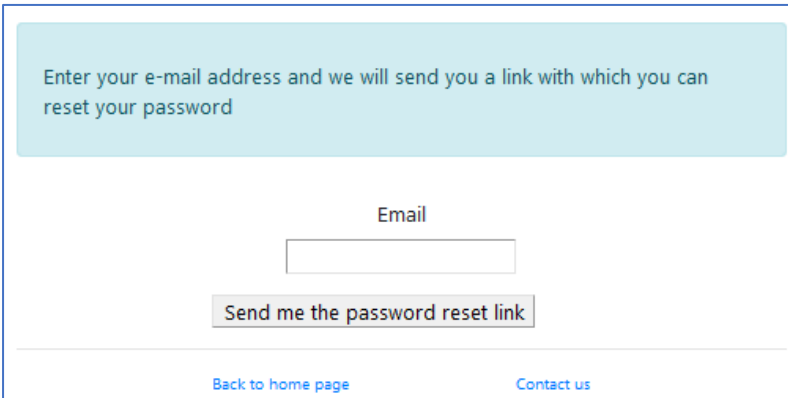
Login Screen

Click on the Login link on your organisation's website. You will be redirected to the Login screen. If you do have a password, enter your email address and password into the relevant fields and click the **Login** button. If you do not have a password (or cannot remember it), click on the **I've lost my password** link.



The screenshot shows the login interface. On the left, there are two input fields: 'Email' and 'Password'. Below the 'Password' field is a checkbox labeled 'Keep me signed in'. At the bottom left of this section are two buttons: 'Log in' and 'I've lost my password'. At the bottom of the entire page are two links: 'Back to home page' and 'Contact us'. On the right side, there is a heading 'Don't have an account?' and a dark button labeled 'Create one'.

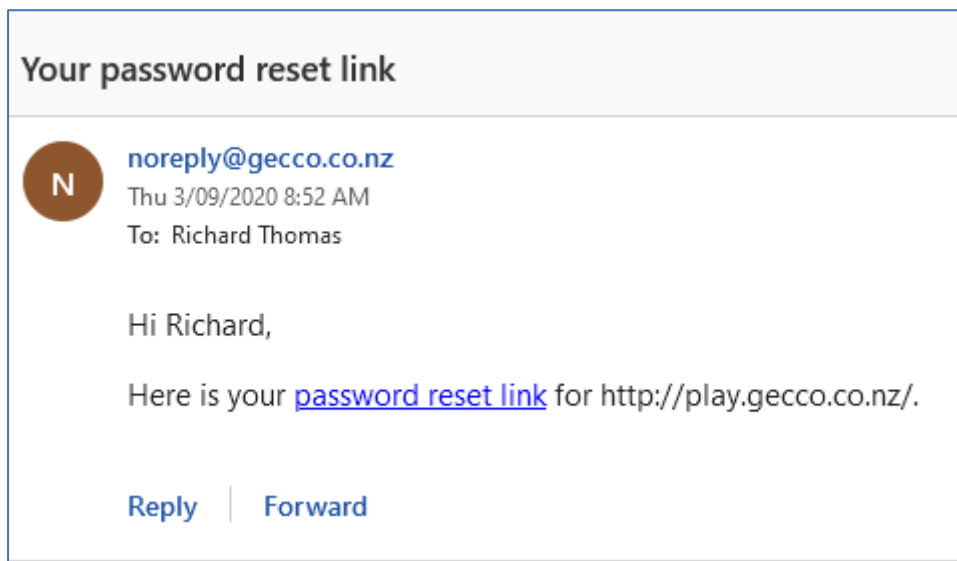
Enter your email address into the **Email** field and click the **Send me the password reset link** button. An email with a reset link will be sent to your email address.



The screenshot shows the password reset request form. At the top, a light blue box contains the text: 'Enter your e-mail address and we will send you a link with which you can reset your password'. Below this is an 'Email' input field. Underneath the input field is a button labeled 'Send me the password reset link'. At the bottom of the page are two links: 'Back to home page' and 'Contact us'.

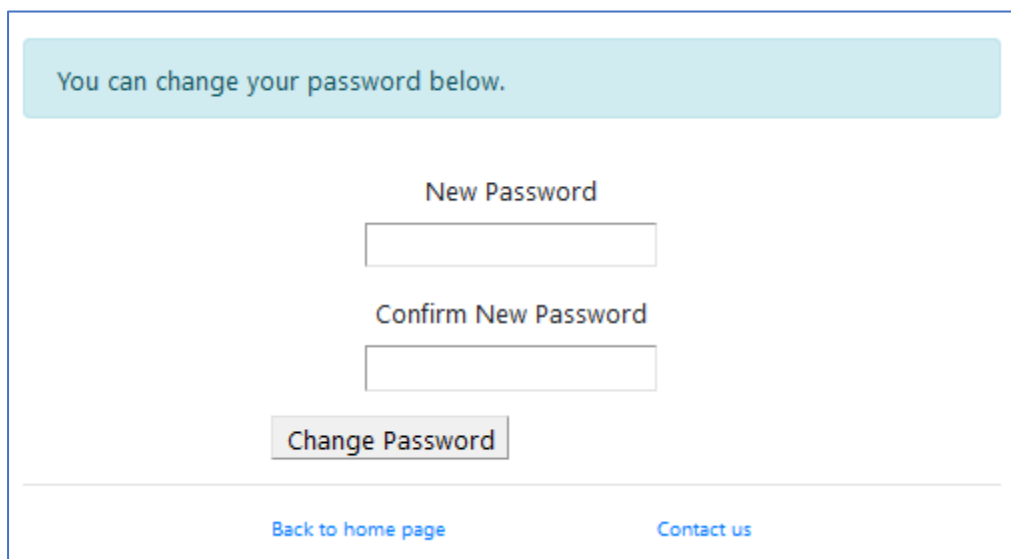
Password Reset Email

The Reset password email will look like this. Click on the **password reset link**.



Change Password Screen

You will be redirected back to the website change password page. Enter your new password into the **New Password** field and then into the **Confirm New Password** field. Click the **Change Password** button to proceed.



The image shows a screenshot of a web form for changing a password. At the top, there is a light blue banner with the text "You can change your password below." Below this, there are two input fields: "New Password" and "Confirm New Password". Below the input fields is a button labeled "Change Password". At the bottom of the form, there are two links: "Back to home page" and "Contact us".

On success you will either be redirected to your profile page or to your landing page (depending on how your site has been set up).

Landing page

Welcome Richard Thomas

[Go to dashboard](#)

[Go to home page](#)

[Go to your profile](#)