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# Creating a password



## The website is highly secure and has special requirements for passwords.

1. Passwords must be at least **six characters** in length.
2. Must contain one number and one uppercase letter.
3. You cannot repeat numbers, letters or characters:  
**NO:** Water777      **YES:** Water15  
**NO:** Baggy1      **YES:** Bearing1  
**NO:** Water7!!!      **YES:** Water7!
4. Characters cannot be in chronological order.  
**NO:** Water123456      **YES:** Water15  
**NO:** ABCDEF1      **YES:** Miami1  
**NO:** Define1      **YES:** Paris1
5. Your username cannot be your password.
5. Create a password that can be easily updated throughout the year.
6. Find a secure location to write down your username and password.

## Easy format to create a 6-character password

<u>M</u>	<u>i</u>	<u>a</u>	<u>m</u>	<u>i</u>	<u>1</u>
Uppercase letter	Lowercase letter	Lowercase letter	Lowercase letter	Lowercase letter	Number

Create your own

<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
Uppercase letter	Lowercase letter	Lowercase letter	Lowercase letter	Lowercase letter	Number

This format also works for passwords with more characters, such as Supreme1 or Nicholas39. With this format, you can easily update your password each quarter.

Miami1	Miami4
Miami2	Miami5
Miami3	Miami6

**Your username is lowercase. It's important to remember this when typing and logging in.**

# First time using Schaeffer Shop



Welcome to The Schaeffer Shop This website is designed for the exclusive use of Schaeffer's Sales Reps.

## [Login Instructions](#)

• Email Address

 4.

• Password

 5.

Login 6.

[forgotten](#) your password?

## BRANDING

1. Open the email from [cssupport@repcosolutions.com](mailto:cssupport@repcosolutions.com)
2. It will have your username and a temporary password.
3. Go to [www.schaeffershop.com](http://www.schaeffershop.com)
4. Type your username.
5. Type your temporary password.
6. Click the Login button.
7. The screen will prompt you to change your password.
8. The website is highly secure and has special requirements for passwords. **Follow the steps on page 2 for creating a password.**
9. In the Password box, type your temporary password.
10. In the New Password box, type your new password.
11. In the Confirm New Password box, retype the same new password.

Your password has expired. Please change your password below.

7.



Welcome to The Schaeffer Shop This website is designed for the exclusive use of Schaeffer's Sales Reps.

### [Login Instructions](#)

• Email Address

 **2.**

• Password

 **3.**

Login **4.**

[forgotten](#) your password?

1. Go to [www.schaeffershop.com](http://www.schaeffershop.com)
2. In the Username box, type your username.
3. In the Password box, type your password.
4. Click the Login button.
5. If it's been more than 90 days since you last logged in to Schaeffer Shop, **your password will have expired.** Follow the steps on page 5.
6. If the website is not accepting your password, **stop trying after two attempts.** Follow the steps on page 6.

Your password has expired. Please change your password below. **5.**

Your Username and/or Password do not match records in our system. Please check your Username and Password and try again. **6.**



Welcome to Schaeffer Shop

[Login Instructions](#)

Your password has expired. Please change your password below.

• Username

dcross@schaefferoil.com

• Password

7.

• New Password

8.

• Password (Again)

9.

Login

10.

5.

1. Go to [www.schaeffershop.com](http://www.schaeffershop.com)
2. In the Username box, type your username.
3. In the Password box, type your password.
4. Click the Login button.
5. **After trying to log on, you discover it's been more than 90 days since your last login. You'll have to update your password.**
6. The website is highly secure and has special requirements for passwords. **Follow the steps on page 2 for creating a password.**
7. In the Password box, type your current password.
8. In the New Password box, type your new password.
9. In the Confirm New Password box, retype the same new password - careful with your typing!
10. Click the Login button.

**Find a secure location to write down your  
username and password.**



Welcome to The Schaeffer Shop This website is designed for the exclusive use of Schaeffer's Sales Reps.

### [Login Instructions](#)

• Email Address

 1.

• Password

 2.

Login 3.

[forgotten](#) your password? 7.

### Forgotten Password for Schaeffer Shop

• Username

 Remind Me 8.

1. Go to [www.schaeffershop.com](http://www.schaeffershop.com)
2. In the Username box, type your username.
3. In the Password box, type your password.
4. Click the Login button.
5. **After trying to log on, you realize you forgot your password or it's not working.**
6. **Stop trying after two attempts** to avoid disabling your account.
7. Click the Forgot Your Password link.
8. Enter your username and click the Remind Me button.
9. In about 10 minutes, you will receive an email with a temporary password.
10. The website is highly secure and has special requirements for passwords. **Follow the steps on page 2 for creating a password.**
11. In the Password box, type your current password.
12. In the New Password box, type your new password.
13. In the Confirm New Password box, retype the same new password - careful with your typing!
14. Click the Login button.