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

Create your own

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

Month 1:	Miami1	Month 4:	Miami4
Month 2:	Miami2	Month 5:	Miami5
Month 3:	Miami3	Month 6:	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. Email Melissa at [mherndon@schaefferoil.com](mailto:mherndon@schaefferoil.com) with questions.

## Login Instructions

• Username

4.

• Password

5.

Login

6.

[Forgot Your Password?](#)

[Forgot Your Username?](#)

[I've Never Logged In Before](#)

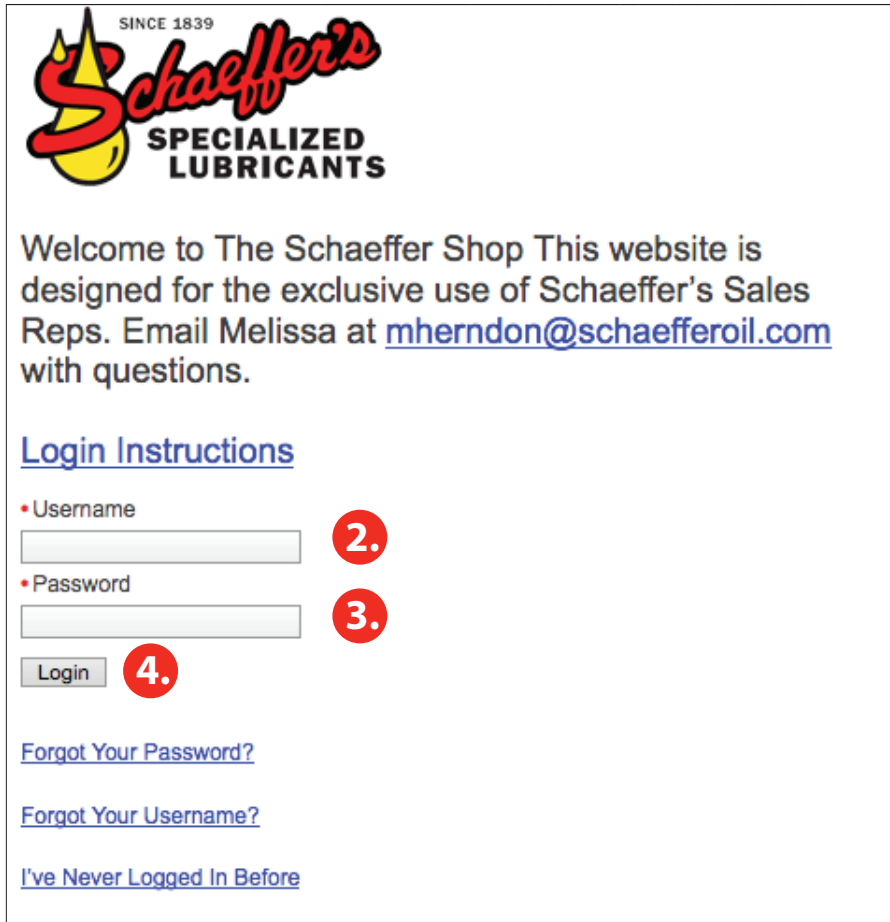
## BRANDING

1. Email Melissa at [mherndon@schaefferoil.com](mailto:mherndon@schaefferoil.com) to set up an account.
2. She will email 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.

# Already have an account and want to log on

A screenshot of the Schaeffer Shop login page. At the top left is the Schaeffer's logo with "SINCE 1839" above it and "SPECIALIZED LUBRICANTS" below it. Below the logo is a welcome message: "Welcome to The Schaeffer Shop This website is designed for the exclusive use of Schaeffer's Sales Reps. Email Melissa at [mherndon@schaefferoil.com](mailto:mherndon@schaefferoil.com) with questions." Below this is a blue link for "Login Instructions". The login form consists of a "Username" field with a red circle containing the number "2." to its right, a "Password" field with a red circle containing the number "3." to its right, and a "Login" button with a red circle containing the number "4." to its right. Below the form are three blue links: "Forgot Your Password?", "Forgot Your Username?", and "I've Never Logged In Before".

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.



# Has your password expired?

A screenshot of the Schaeffer Shop login page. At the top left is the Schaeffer's logo with "SINCE 1839" above it and "SPECIALIZED LUBRICANTS" below it. Below the logo is the text "Welcome to Schaeffer Shop". Underneath is a blue link for "Login Instructions". A red banner contains the message: "Your password has expired. Please change your password below." Below this is a login form with four fields: "Username" (containing "dcross@schaefferoil.com"), "Password", "New Password", and "Password (Again)". A "Login" button is at the bottom left. Red circles with white numbers 7, 8, 9, and 10 are overlaid on the Password, New Password, Password (Again), and Login button fields respectively.

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.**

# Password not working? Forgot password?



**SINCE 1839**  
**Schaeffer's**  
**SPECIALIZED LUBRICANTS**

Welcome to The Schaeffer Shop This website is designed for the exclusive use of Schaeffer's Sales Reps. Email Melissa at [mherndon@schaefferoil.com](mailto:mherndon@schaefferoil.com) with questions.

[Login Instructions](#)

• Username  **1.**

• Password  **2.**

Login **3.**

[Forgot Your Password?](#) **7.**

[Forgot Your Username?](#)

[I've Never Logged In Before](#)

Forgotten Password for Schaeffer Shop

• Username  **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.