

# Schaeffer Shop Login Instructions



- Page 2**      **Creating a password.**
- Page 3**      **First time using Schaeffer Shop.**
- Page 4**      **Already have an account and want to log on.**
- Page 5**      **Has your password expired?**
- Page 6**      **Password not working? Forgot password?**

# 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 email 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 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 month:

Month 1:	Miami1	Month 4:	Miami4
Month 2:	Miami2	Month 5:	Miami5
Month 3:	Miami3	Month 6:	Miami6



# First time using Schaeffer Shop



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

## [Login Instructions](#)

• Email Address

4.

• Password

5.

Login

6.

[forgotten](#) your password?

[Forgot Your Email?](#)

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

Your password has expired. Please change your password below.

7.

## BRANDING

1. Email Meg at [mschiefer@schaefferoil.com](mailto:mschiefer@schaefferoil.com) to set up an account.
2. She will email your temporary password.
3. Go to [www.schaeffershop.com](http://www.schaeffershop.com)
4. Type your email address.
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.

# Already have an account and want to log on



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

## [Login Instructions](#)

• Email Address

2.

• Password

3.

Login

4.

[forgotten](#) your password?

[Forgot Your Email?](#)

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

1. Go to [www.schaeffershop.com](http://www.schaeffershop.com)
2. In the Email box, type your email address.
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 email and/or password do not match records in our system.  
Please check your email and password and try again.

6.



# Has your password expired?



Welcome to Schaeffer Shop

## [Login Instructions](#)

Your password has expired. Please change your password below.

• Email Address

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 Email box, type your email address.
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 password.**

# Password not working? Forgot password?



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

## [Login Instructions](#)

• Email Address

1.

• Password

2.

Login

3.

[forgotten](#) your password? 7.

[Forgot Your Email?](#)

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

## Forgotten Password for Schaeffer Shop

• Email Address

Remind Me

8.

1. Go to [www.schaeffershop.com](http://www.schaeffershop.com)
2. In the Email box, type your email address.
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 email 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.