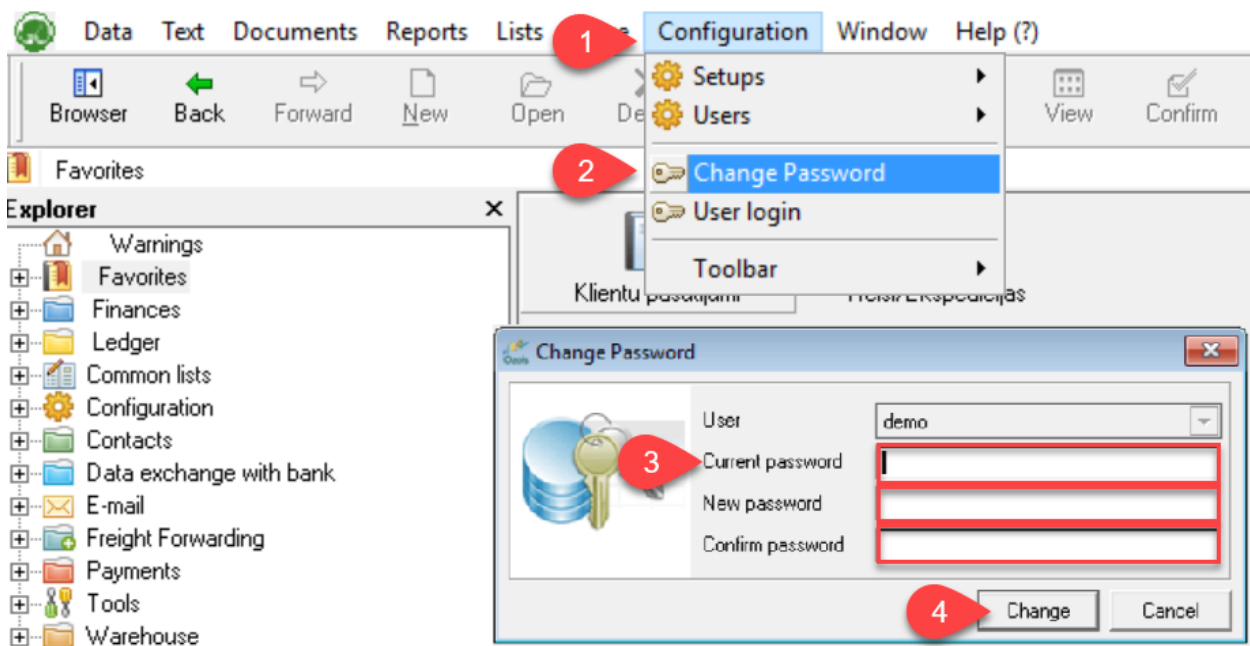


# 3) Changing of password and user information

When you start using OZOLS TMS, you receive a user password, which must be changed for security reasons. Follow these instructions to do it:

To change your password:

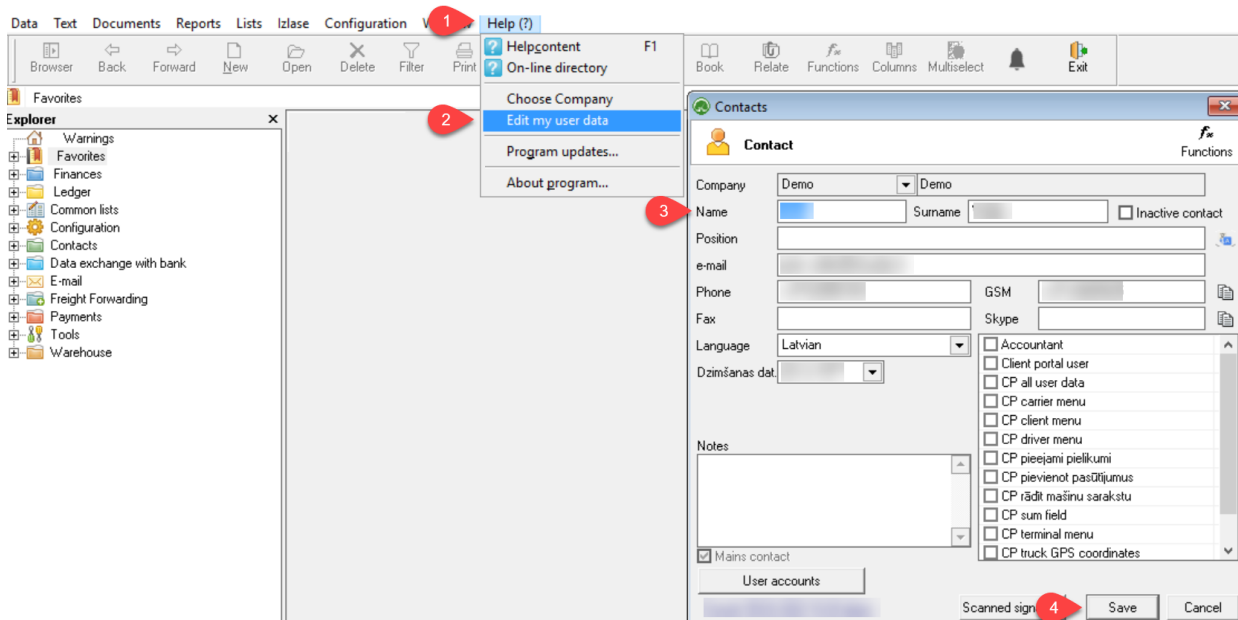
1. In menu select Configuration
2. Change password
3. Enter requested information



User data is important because it is included as your contact information in various documents generated by OZOLS TMS.

To add or change your user data:

1. In menu select Help(?)
2. Edit my user data
3. Add or change your user data
4. Save the changes



If you have questions regarding these instructions, please contact the OZOLS TMS Customer Support team: [info@cloudex.lv](mailto:info@cloudex.lv) or call +371-(283) 8 83 00

Revision #9

Created Tue, Feb 8, 2022 1:10 PM by [Janis Veldre](#)

Updated Fri, Jul 29, 2022 8:52 AM by [Janis Veldre](#)