

# Expenses Mobile - Forgotten Details

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## Permissions

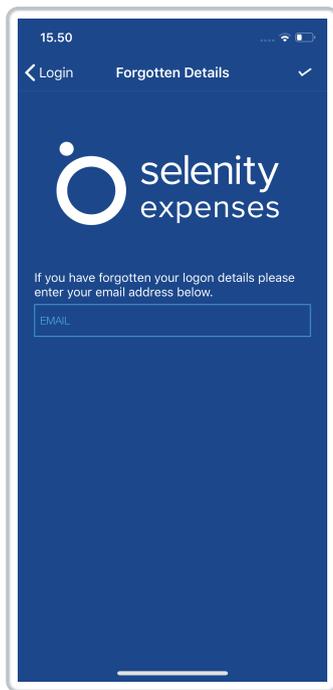
You will require the following permissions:

- No permission required.

1. Open the Expenses Mobile app on your smart phone to display the logon screen.
2. Tap on **Forgotten Details** at the bottom of the logon page. This will display the **Forgotten Details** page which prompts you to enter the email address which you have set up within Expenses.



3. Enter your email address into the **Email** field and then tap **Submit**.
  - If successful, you will see a notification which states that you will receive an email, to the specified email address, with instructions on how to reset your password.



4. You will receive 2 emails:

- **Password Request** - This contains your **Company ID** and **Username**.
- **Password Details** - This contains a link to reset your **Password**. Tap the link which will open up the Expenses Mobile app and display the **Change Password** page. If you are using a computer/laptop to open the link, you will be redirected to the **web** version of Expenses to change your password.

5. Enter a new password and then confirm your new password.

6. Tap/click **Save**. This will display a confirmation that your password has changed and log you into Expenses Mobile/Expenses.

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