

Initial Login, Update User Information & Reset Forgotten Password

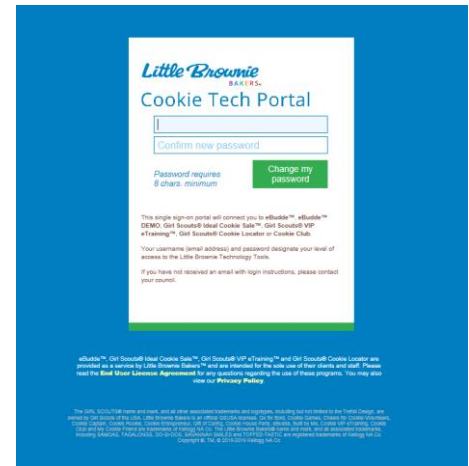
Initial Login

Step 1: Welcome Email

- All users will receive a “welcome email” with a unique login link.
- Click on the link provided within 48 hours of receipt.

Step 2: Password Set Up

- Enter your personal password you would like to use for the system.
- Confirm your password by entering it again.
- Click the **Change my Password** button.



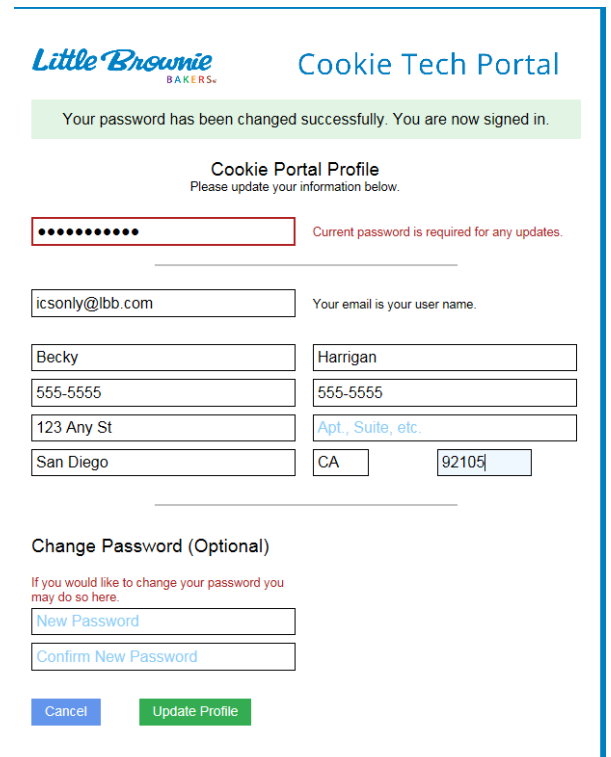
Security Requirements – Password email links are unique to you and have a time limit of 48 hours. Password requirements are as follows:

- Must be 8 characters long.
- Must have at least one capital letter.
- Must have at least one non-alphabetic character.

Step 3: Enter Personal Information on the Profile Screen

- Review/enter your personal information.
- Be sure to enter your personal password once again.
- If you are not changing your password, do not enter data in the Change Password (Optional) boxes.
- **Click Update Profile.**

NOTE: The system will send you to system selection screen where you can select to go to eBudde™.



Step 4: Little Brownie Cookie Tech Portal

- You are now at the Cookie Tech Portal. Click the eBudde™ box to go to your eBudde™ Dashboard.



Step 5: Confirm Account Update

- You will receive an email from Little Brownie asking you to confirm your password change/update.
- Click on provided link to complete.

Forgot Password

Step 1: Go to

<https://cookieportal.littlebrownie.com>

- Click “Forgot your password?”
- Enter the email address you use for eBudde™.

Step 2: Change Password Email

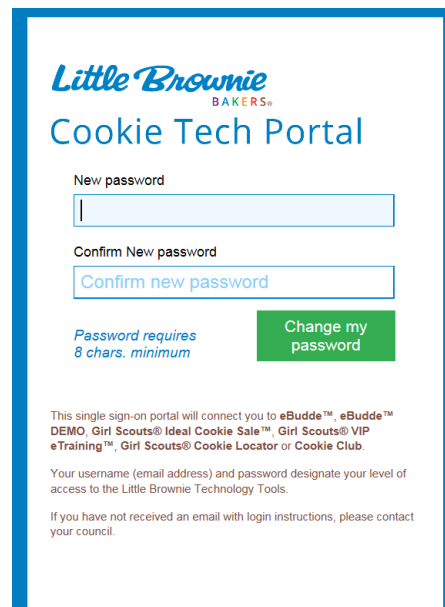
- Click the unique link sent to your email from Little Brownie Bakers.



Step 3: Change Password

- Enter the password you would like to use for the system.
- Confirm the password.
- Click **Change My Password**.

*NOTE: You may need to update your profile if your information has changed. If you do not need to change anything, enter your current password and click **Update Profile** to go to the Cookie Tech Portal screen.*



Change Profile/Email Address

Step 1: Log In

- Log into the Little Brownie Cookie Tech Portal at <https://cookieportal.littlebrownie.com> .

Step 2: Update Information

- Click the Click Here link to be taken to the profile page.
- Change your email here and/or your password.

Step 3: Confirm Password

- On the Cookie Tech Portal screen, enter your current (new) password.
- Confirm your email address is correct.
- Click Update Profile.

