Side By Side Guide for Password Management

Somos Portal to Somos Hub

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About This Guide

This guide compares the Manage Resp Org Primary Contact workflow in the Somos Portal (portal.somos.com) to the Somos Hub (hub.somos.com).



BEFORE YOU BEGIN

To manage your Resp Org's Primary Contact, you must have Company Admin role in your User Profile within the Somos Hub to proceed with these steps. Please reach out to your Company Admin for assistance.



DISCLAIMER

Images in this document are intended to be used as a guide for educational purposes only and they may differ slightly between environments.

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In this guide, you'll learn how to:

01 Log in to the Somos Hub — Page 4

02 Change Your Password — Page 6

03 Change Other User's Password — Page 9

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Log in to the Somos Hub

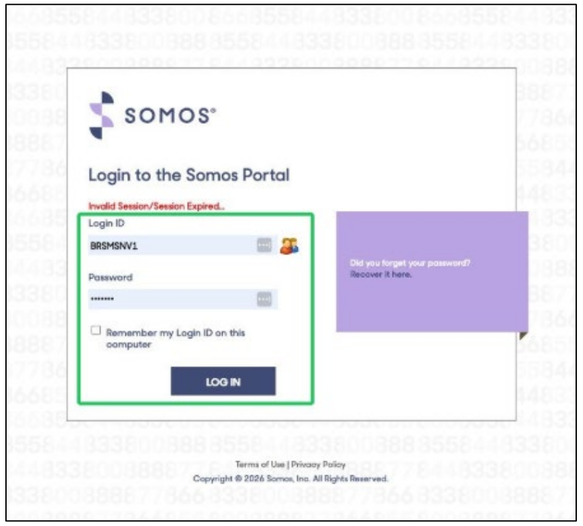
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Log In

SOMOS PORTAL

portal.somos.com

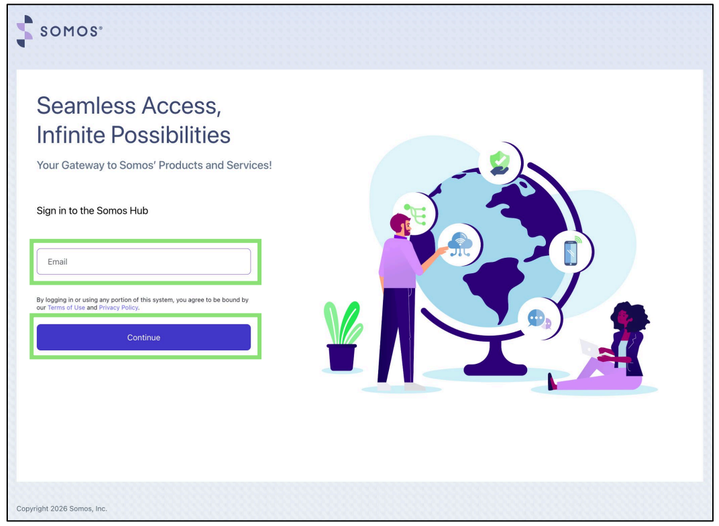
1. Visit portal.somos.com to log in
2. Enter your Login ID and Password
3. Click the LOG IN button



SOMOS HUB

hub.somos.com

1. Visit hub.somos.com to log in
2. Enter your Email Address and Password
3. Click the Continue button



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Change Your Password

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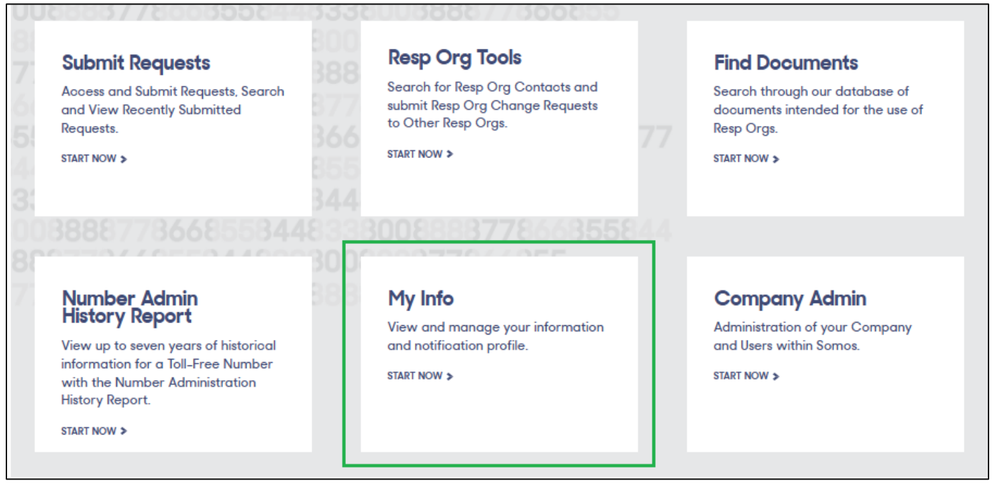
STEP 1

Access My Information

SOMOS PORTAL

portal.somos.com

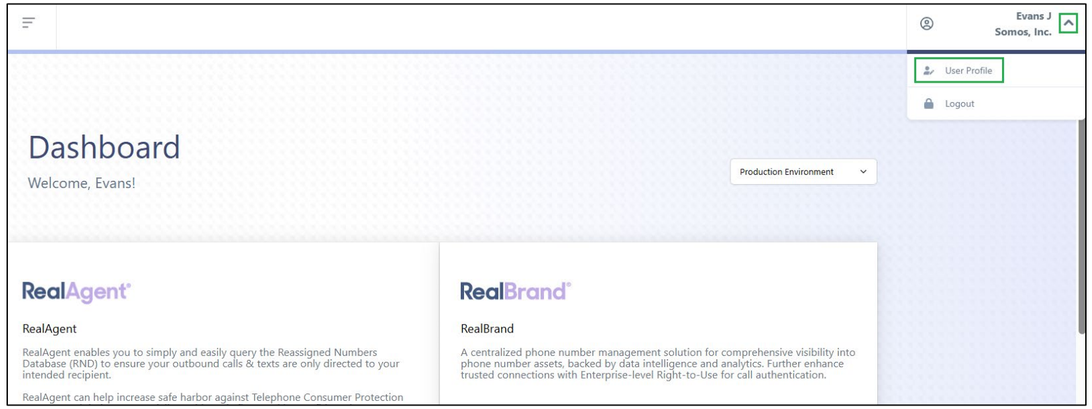
1. Home page
2. Select My Info



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1. Dashboard page
2. Select drop-down arrow next to your name
3. Select User Profile



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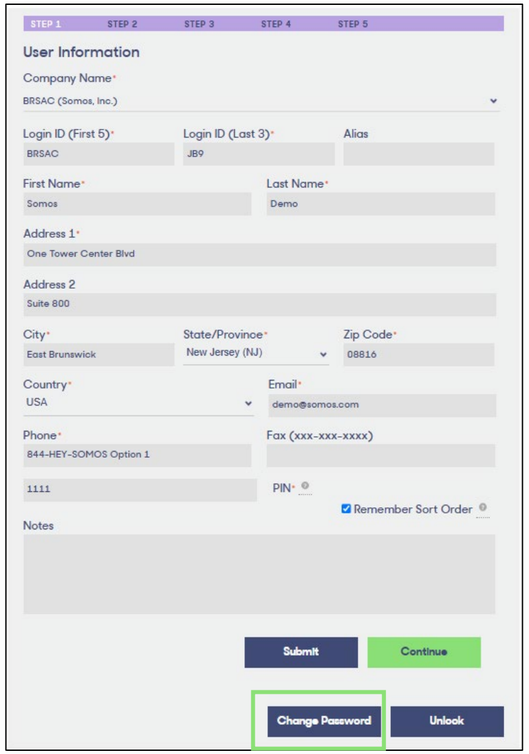
STEP 2

Change Your Password

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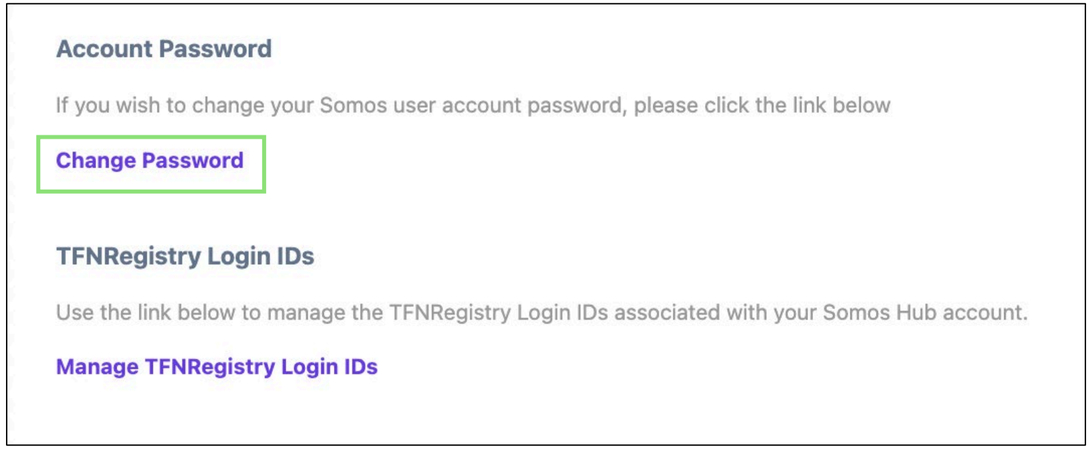
1. User Information page
2. Click Change Password button
3. Somos Portal will email you a temporary password with instructions to change it



SOMOS HUB

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1. User Profile page
2. Click Change Password
3. Somos Hub will email you instructions to Change Password



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Change Other User's Password

You must have User Management role in your User Profile within the Somos Hub to proceed with these steps. Please reach out to your Company Admin for assistance.

Users in a Pending status have been sent an invitation email and will be required to sign into the Somos Hub.

Users in an Active status have signed in at least once into the Somos Hub.

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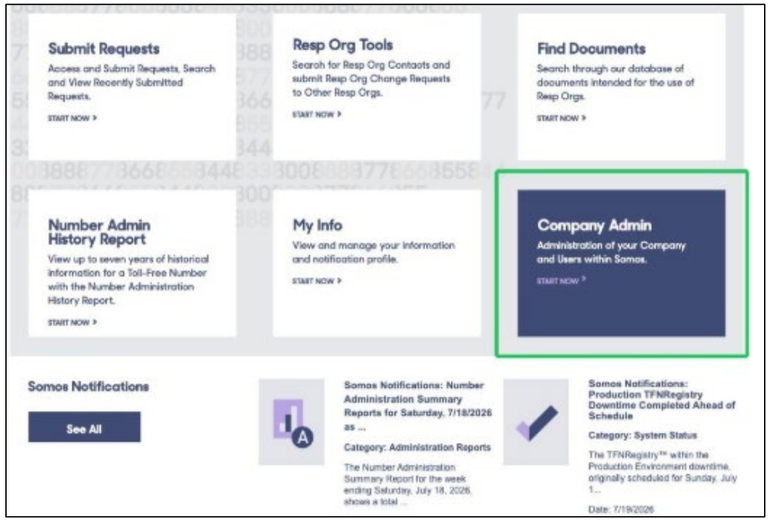
STEP 1

Accessing User Information

SOMOS PORTAL

portal.somos.com

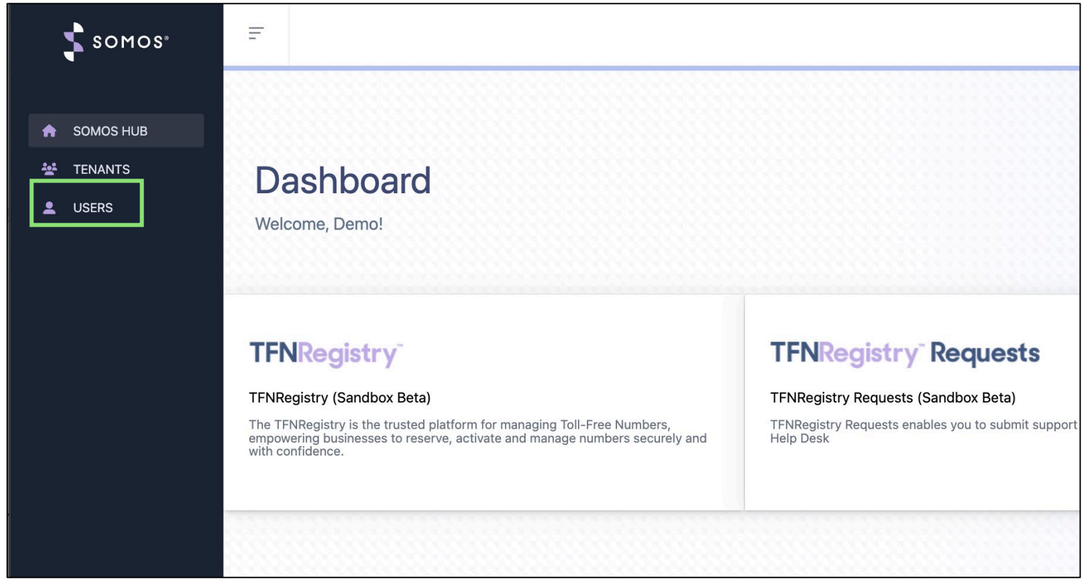
1. Home page
2. Select Company Admin



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1. Select USERS



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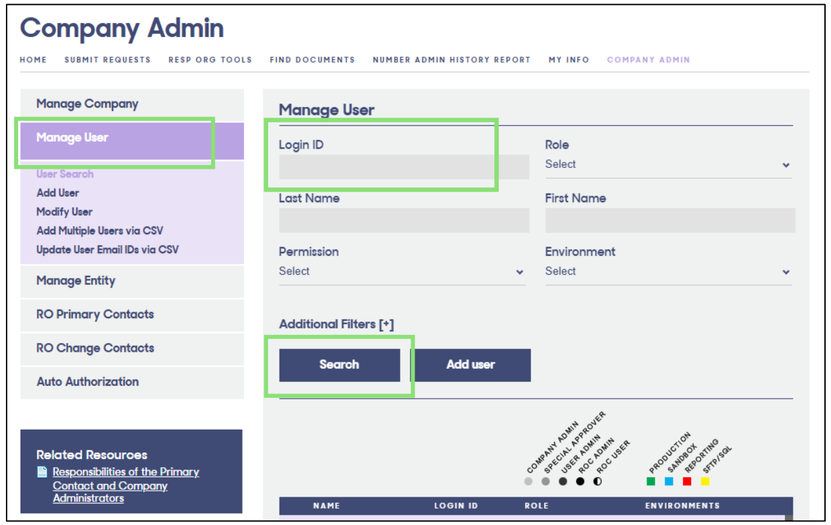
STEP 2

User Search

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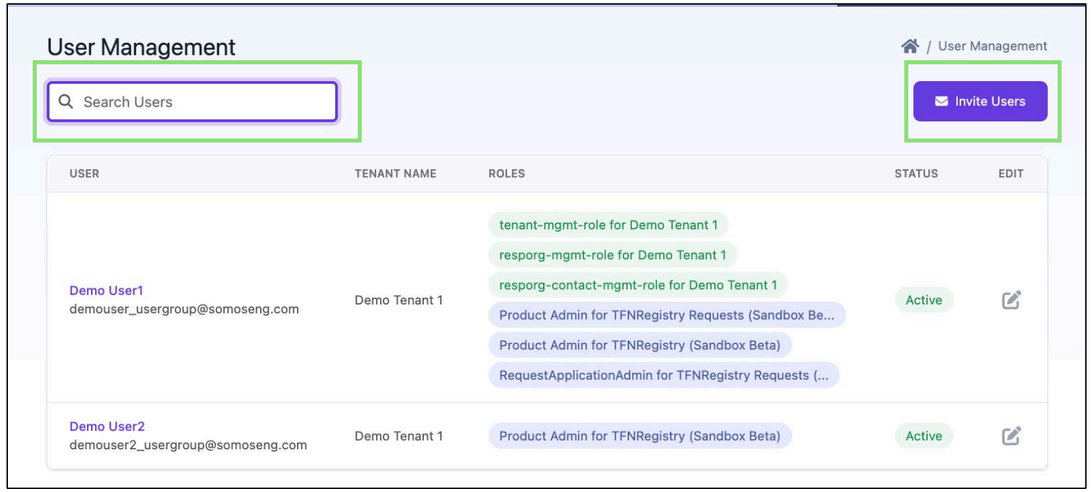
1. Company Admin page, select Manage User
2. Enter Login ID in the Login ID field
3. Click Search



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1. Enter User's information in the Search Users field
2. Click Edit icon for User to manage



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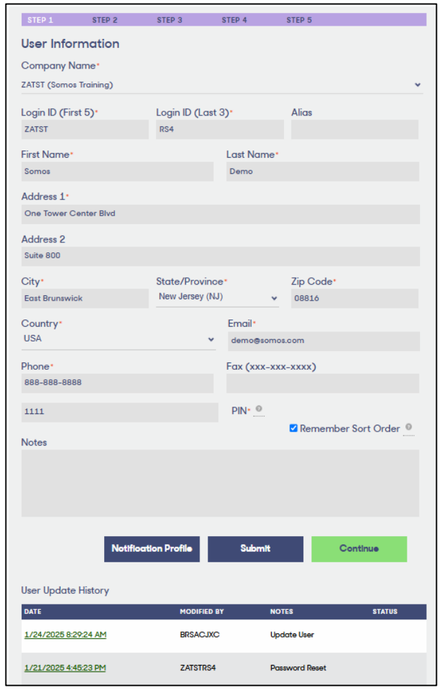
STEP 3

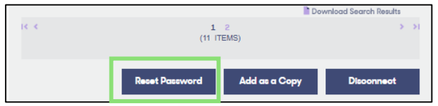
Change Password

SOMOS PORTAL

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1. Select Reset Password
2. The user will receive an email with instructions on how to change their password

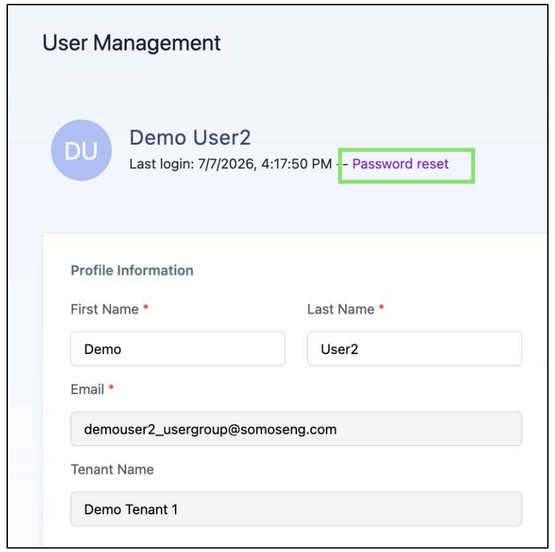




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1. Select Password reset
2. The user will receive an email with instructions on how to change their password



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