

HOW TO RESET SWIPECLOCK PASSWORD

1. Sign in to Synchrony
2. Tap/Click Swipeclock
3. Tap/Click your initials on top right corner
4. Tap/Click my profile
5. Take note of your username and email on file
6. Tap/Click your initials on top right corner
7. Tap/Click log out
8. In browser go to clock.payrollservers.us
9. Enter username from earlier and enter a random password
10. Click forgot password above your username
11. Enter username and email from earlier
12. Click send reset link
13. Check your email and get reset code
14. Enter reset code and choose a new password
15. LOGIN!