

MODIFY YOUR LOGIN OR PASSWORD FROM YOUR ADMINBOX ACCOUNT

connection address ADMINBOX : <https://adminbox.myarchive.lu>



You would like to receive notifications of receipt of a document on your **Adminbox account** at a different address than the one defined by your company and / or change the password.
For example : your personal e-mail address.

Once logged in to your account, click on the top right on your current Login and click Edit Profile.

The screenshot shows the Adminbox interface. At the top right, the user's current login 'Peter.Dupont@company.lu' is displayed. A dropdown menu is open, showing 'Edit profile' and 'Sign out' options. A blue arrow points to the 'Edit profile' option. Below the header, there is a search bar and a table of documents.

Document ID	Date	Sender	Document Type	Document Description
51049	01-03-2019	Securex Internal	SECUREX LUXEMBOURG S.A. — Salary slip	
51048	01-03-2019	Securex Internal	SECUREX LUXEMBOURG S.A. — Salary slip	
50821	01-02-2019	Securex Internal	SECUREX LUXEMBOURG S.A. — Salary slip	
50701	01-01-2019	Securex Internal	SECUREX LUXEMBOURG S.A. — Salary slip	
2018-SECUREX-100060	31-12-2018	Securex Internal	SECUREX LUXEMBOURG S.A. — Certificate	
50490	01-12-2018	Securex Internal	SECUREX LUXEMBOURG S.A. — Salary slip	
50269	01-11-2018	Securex Internal	SECUREX LUXEMBOURG S.A. — Salary slip	
50087	01-10-2018	Securex Internal	SECUREX LUXEMBOURG S.A. — Salary slip	

1. Enter your **current password**.
2. In e-mail, fill in the new address of reception of the notifications which will also become your **Login**.
3. If you wish, enter **a new password**.
4. If you have entered a new password, please **confirm** it.
5. Click on **Update**.

The screenshot shows the 'Edit user' form. It has the following fields and steps:

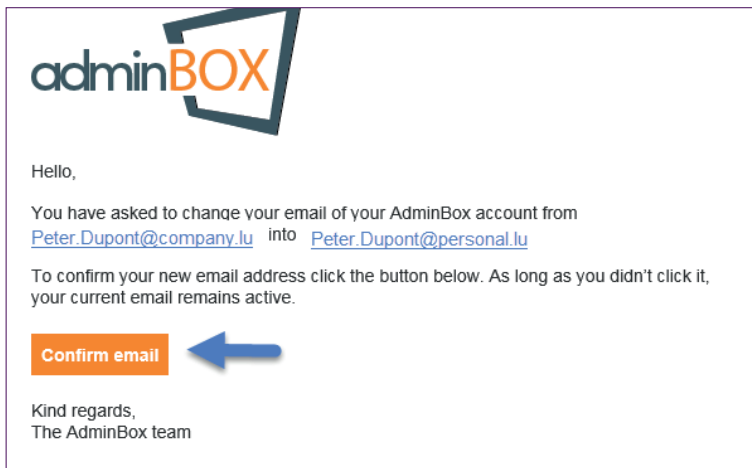
- Current password**: Step 1
- Email**: Step 2 (Example: Peter.Dupont@personal.lu)
- Password (leave blank if you don't want to change it)**: Step 3
- Password confirmation**: Step 4
- Update** button: Step 5

MODIFY YOUR LOGIN OR PASSWORD FROM YOUR ADMINBOX ACCOUNT

connection address ADMINBOX : <https://adminbox.myarchive.lu>

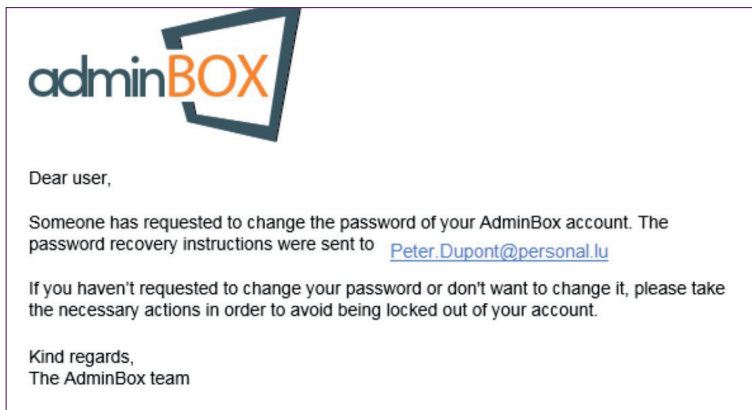


After clicking "Update" you will receive a login change **confirmation email** on your new email address.



You must confirm by clicking on « **Confirm email** ».

In parallel you will receive on your initial email address, a security email, indicating that your login address has been changed. No action is required from you.



ADVICE AND PRECAUTIONS

Make sure to note the email address you have chosen Login because only you will be in possession of this information.