



Step 1: After you have been assigned a login & temporary password, go to [www.consolidatedgypsum.ca](http://www.consolidatedgypsum.ca). Click on the Web Track login link located on the top right “Web Track sign in / out” and then sign in.



Step 2: After you have signed in, click on the Web Track login link again. In the drop-down menu you will see a “settings” link. Please click on this link.



Step 3: This area will allow you to change your temporary password to whatever you like. Remember to make your password strong!

Also located in settings you can change your user details such as your first name, last name, e-mail address and trading branch.

Remember to hit the update button before leaving this page.