Accessing the IntelliLink Website

Go to this website: [https://intellilink.spendmanagement.visa.com](https://intellilink.spendmanagement.visa.com)

Enter the Username and Password that were emailed to you with the subject lines “Visa IntelliLink - User ID” and “Visa IntelliLink - Password”

Please note your username will be your DePaul email address.

Creating a new Password

After logging on, you will be required to create a new Password *(minimum of 8 characters, 1 uppercase letter, 1 numeral, and at least 1 lowercase letter)*
Creating a Memorable Word

After creating a new password, you will also be required to set a memorable word:

1. Select a question
2. Enter answer to question
3. Re-enter answer
4. Click the “Submit” button

From this point forward, when you log into the IntelliLink system, you will be prompted to provide various letters of your Memorable Word

***It may not always be the first three letters of the word
Forgotten Password Request

If after initially logging on, you forget your password you are able to reset the password yourself.

1. Click on the “Forgot your password?” link
2. Type your username and hit enter.
3. Type your email address and hit enter.
4. The solution validates your email address against your username, and if a match is made, an email containing a link to the Forgotten Password page is sent to you, where your password can be reset.

If at anytime you need more assistance, please contact your internal administrator.
Changing Your Password

When logged into the system you are able to change your Password. First click on Settings (Labeled with User’s first name), then on Password.

![Password Change Interface]

**VISA Password Maintenance - Update**

It is recommended that you do not set your new password to be your internal password used within your organization. You may not set your password to easy words or your user id.

Your password must meet the following criteria:
- Minimum number of characters: 8
- Maximum number of characters: 16
- At least one lower case character
- At least one upper case character
- At least one numeric character

Current Password
New Password
Confirm Password

[Save Button]
Changing Your Memorable Word

When logged into the system you are able to change your Memorable Word, first click on Settings (Labeled with the user's first name), then on Set Memorable Word.