



HOW-TO GUIDE

UNLOCKING A USER

Hover over the Administration tab and click Add/Change/Remove Users.

Administration	Account Activities & Reporting		Payments & Transfers	
Manage Users	Manage Company	My Profile		41
Add/Change/Remove Us	Set Account Name	Cha	hange My (User) Password	
View User Activity Reporti	ng Change Timeout	Man	age One-time Passcode	
	Change Company Password	Dell	very	
		Une	nroll Computers	
		Activ	vate Token	
		Set	Main Page	

From the user dropdown, select the user that is locked out.

Add/Change/Rem	ove Users			
Select a user f Current User	TEVENEA	or New to clear fields and add a n	DROPDOWN	
User Name User ID	<< Please Select >> JTIDMAN KAJENSEN KURTJ STEVENEA	Steven E. Athay		
User Passw	TESTER		SELECT USER	
Confirm Pas	ssword			
Email Address		steven.athay@fnbames.com		
Update	Delete Reset	List		

If the user is locked out, the "Unlock User" button will appear. Click it to unlock.

Select a user from the drop-down list	t or New to clear fields and add a new user.		
Current User TESTER	OR New		
User Name	tester		
User ID	TESTER		
User Password			
Confirm Password			
Email Address	kurtj@fnbames.com		
Update Delete Reset	List Unlock User		