Login and Access

Note: This access requires administrator rights.

A. Login
B. Click My Account
C. Click Switch Office
D. Switch to the appropriate office location by searching an Account Number, Phone Number, Office Name or Street within search field
E. Click Submit
F. Click Site Administration, click User Profiles
A. On the User Profiles page, click the View/Modify link to modify the information of the User ID.
B. On the User Profiles: Modify page, replace the information in the Password and Re-type Password fields with a temporary password.
C. Click Submit at the bottom of the page.

Note: Contact the user and provide them a temporary password.