How to find the SecureInbox URL for a User
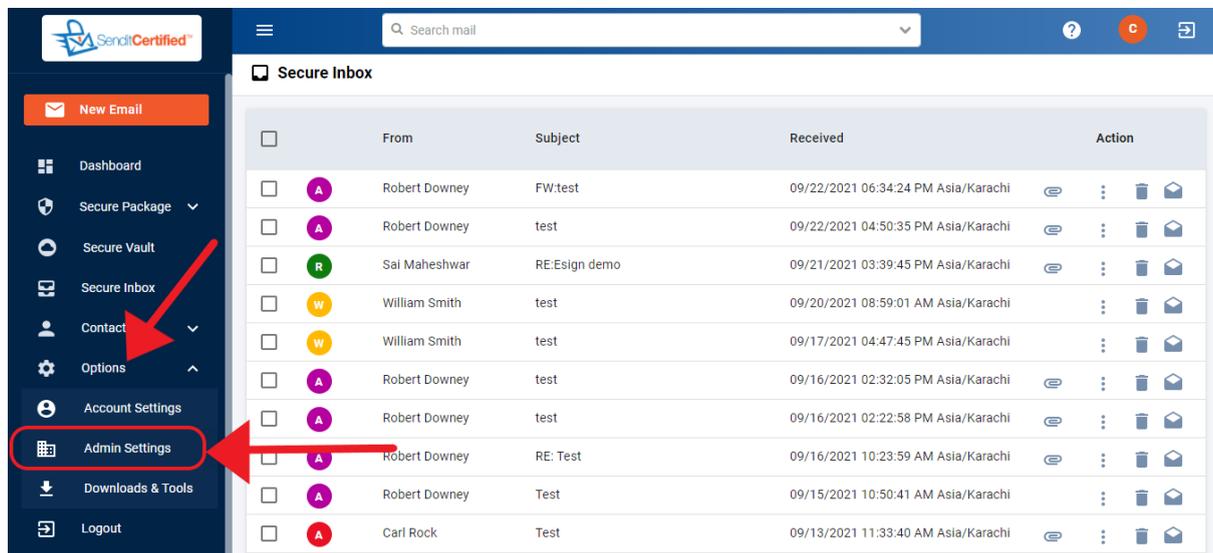
⟶ Log into your SenditCertified account and on the side menu click on the "**Options**" and select "**Admin Settings**".
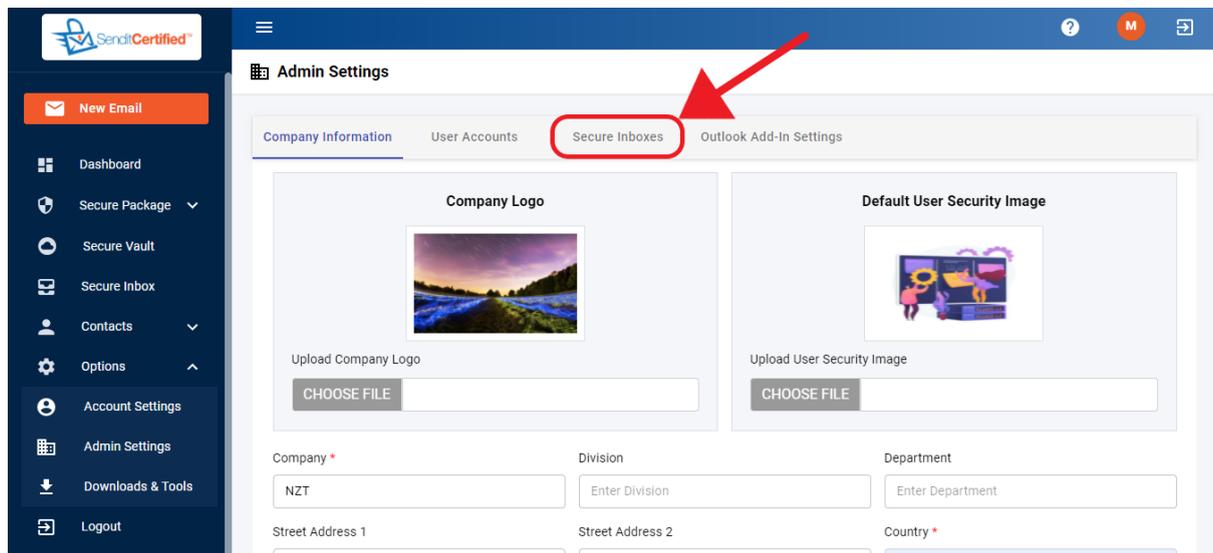
⟶ Once you are in "**Admin Settings**" page select **"Secure Inboxes"** tab.

⟶ On the "**Secure Inboxes**" tab, you will find a listing of the user accounts for the company along with the PSI link for each User in PSI Links column.

⟶ You can see your PSI link by hovering on the "**PSI Link**" option.

⟶ When you click the "**PSI Link"** you will be redirected to the your Personal Secure Inbox page in the new window.