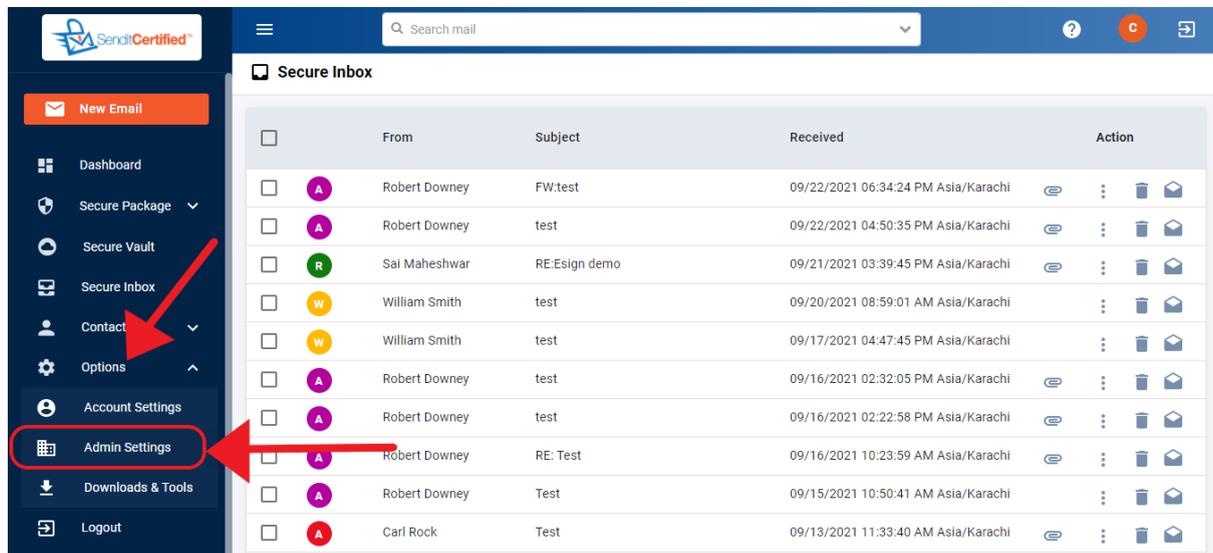
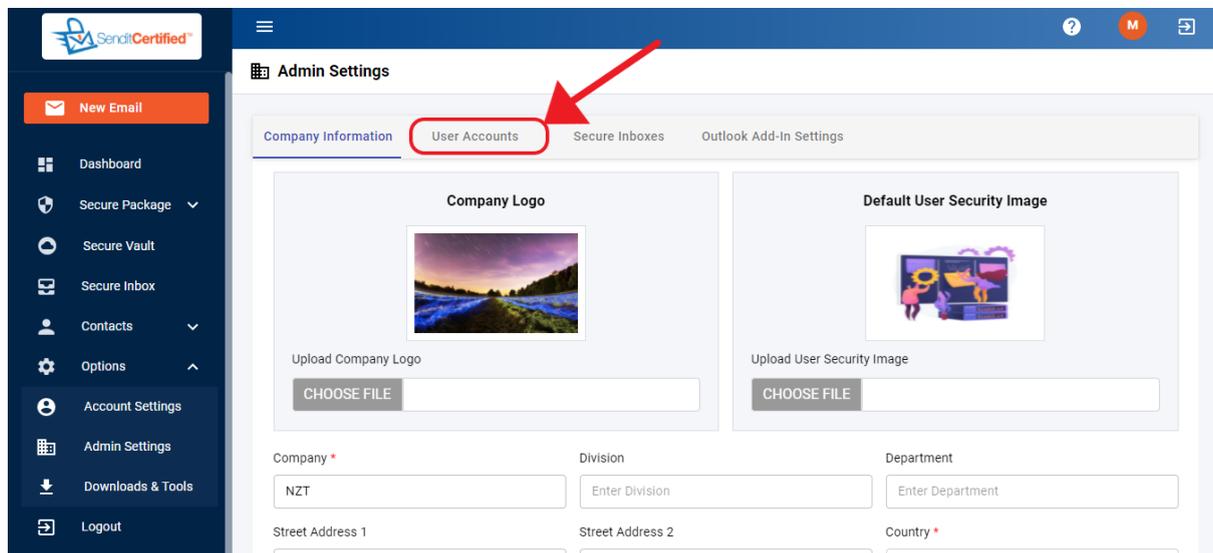


How to Reset a User's Password as Admin



→ 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 “User Accounts” tab.

SenditCertified

Admin Settings

Company Information **User Accounts** Secure Inboxes Outlook Add-In Settings

Account Information List [Create User](#)

Allowed User
Maximum: 5 Active: 3 [Purchase Add On](#)

First Name	Last Name	Email Address	Status	Actions
Johann	Hill	zpingo01@risaumami.art	Active	Reset Password
Gvain	walton	Isaatycomu@gmailwe.com	Active	Reset Password
Brad	smith	htarek.abeed6@gmailwe.com	Active	Reset Password

Rows per page: 10 1-3 of 3

→ Once you in **“User Contacts”** tab you will find a listing of the user accounts for the company along with the **“Reset Password”** option in the actions column for each user.

→ To reset a password of a user click on the **“Reset Password”** icon and an email will be sent to the user to reset the password.