How to Reset a User's Password as Admin
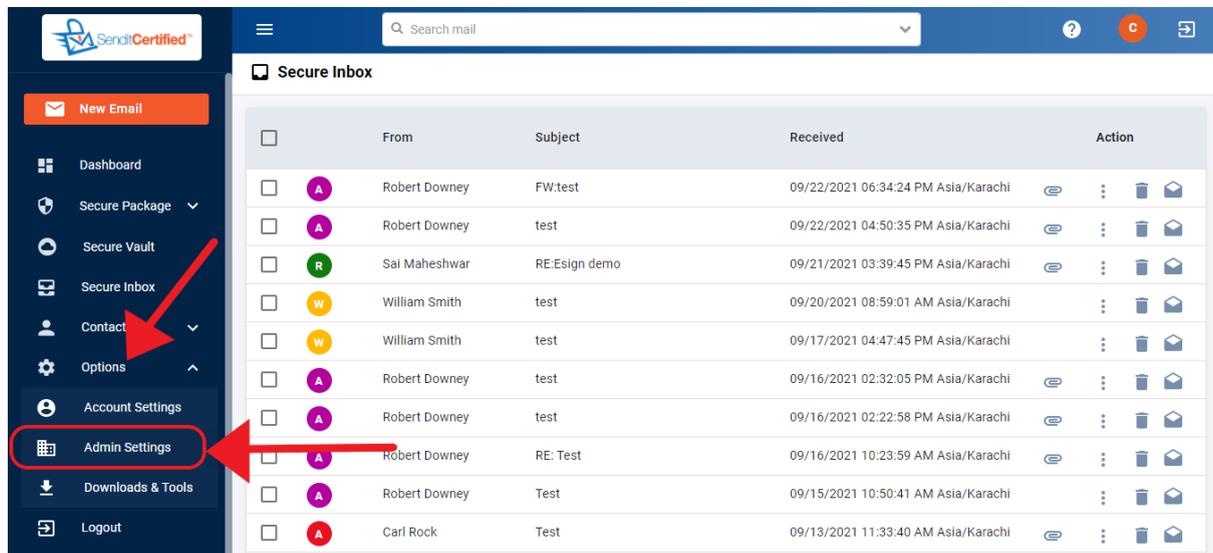
⟶ Log into your SenditCertified account and on the side menu click on the "**Options**" and select "**Admin Settings**".
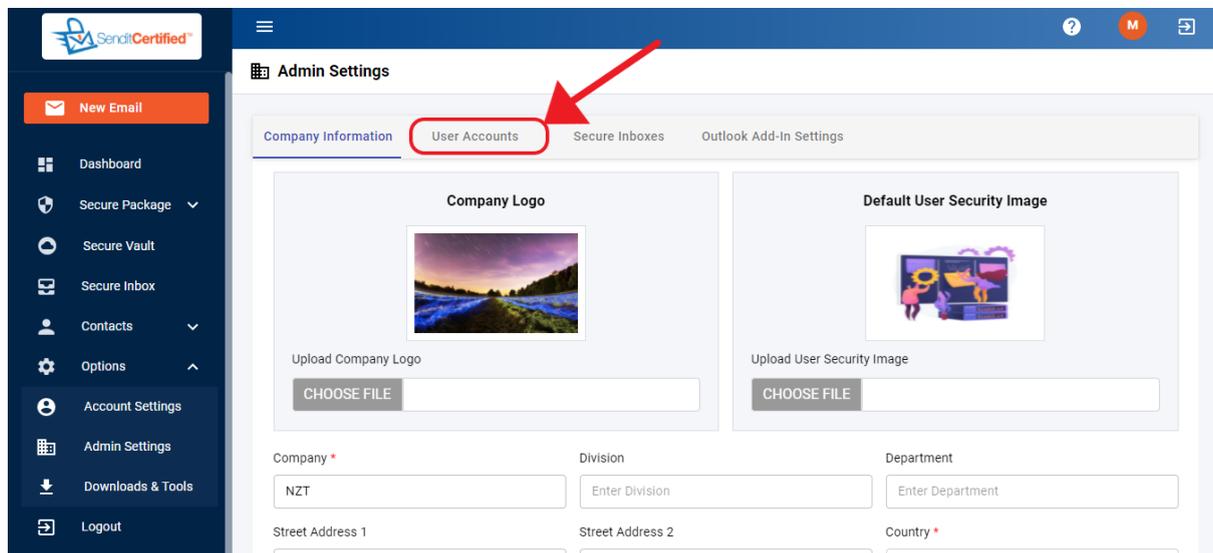
⟶ Once you are in "**Admin Settings**" page select **"User Accounts"** tab.

⟶ 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.