How to Reset a User's Password as Admin

Sendit Certified		≡		Q Search mail		×	?		C	€
		🖬 Se	ecure Inbox	(
	New Email			From	Subject	Received		Actio	n	
:: 0	Dashboard		A	Robert Downey	FW:test	09/22/2021 06:34:24 PM Asia/Karachi	e	:	Î	
Š	Secure Vault		A	Robert Downey	test	09/22/2021 04:50:35 PM Asia/Karachi	e	:	Î	
	Secure value		R	Sai Maheshwar	RE:Esign demo	09/21/2021 03:39:45 PM Asia/Karachi	e	•	Î	
			w	William Smith	test	09/20/2021 08:59:01 AM Asia/Karachi		•	Î	
Ě	Contact		w	William Smith	test	09/17/2021 04:47:45 PM Asia/Karachi		:	Î	
	Options ^		A	Robert Downey	test	09/16/2021 02:32:05 PM Asia/Karachi	e	•	Î	
Θ	Account Settings		A	Robert Downey	test	09/16/2021 02:22:58 PM Asia/Karachi	e	:	Î	
	Admin Settings		A	Robert Downey	RE: Test	09/16/2021 10:23:59 AM Asia/Karachi	e	•	Î	
±	Downloads & Tools		A	Robert Downey	Test	09/15/2021 10:50:41 AM Asia/Karachi		:	Î	
€	Logout		A	Carl Rock	Test	09/13/2021 11:33:40 AM Asia/Karachi	e	:	Î	

→ Log into your SenditCertified account and on the side menu click on the "**Options**" and select "**Admin Settings**".

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		🗈 Admin Settings							
	New Email								
	Dashboard	Company Information User Accounts Secure Inboxes Outlook Add-In Settings							
<u>.</u>	Secure Package 🗸	Company Logo		Default User Security Image	9				
Õ	Secure Vault								
	Secure Inhox								
•									
2		Upload Company Logo	-	Upload User Security Image					
•	CHOOSE FILE			CHOOSE FILE					
	Account Settings								
	Admin Settings	Company *	Division	Department					
Ŧ	Downloads & Tools	NZT	Enter Division	Enter Department					
€	Logout	Street Address 1	Street Address 2	Country *	Country *				

→ Once you are in "Admin Settings" page select "User Accounts" tab.

Sendi Certified		=			Successi	· •	
		Admin Settings	Image: Admin Settings			User password reset successfully	
	New Email				-		
	Dashboard	Company Information	User Accounts	Secure Inboxes Outlook Add-In Settings			
•		Account Informatio	n List			Create User	
•	Secure Fackage +	Allowed User					
0	Secure Vault	Maximum: 5 Active: 3	Purchase Add On				
	Secure Inbox				Q	ē ₹	
•	Contacts 🗸						
\$	Options ^	First Name	Last Name	Email Address	Status	Actions	
Θ	Account Settings	Johann	Hill	zpingo01@risaumami.art	Active		
	Admin Settings	Gvain	walton	lsaatycomu@gmailwe.com	Active	Reset Password	
÷	Downloads & Tools	Brad	smith	htarek.abeed6@gmailwe.com	Active	1	
Ð	Logout				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.