

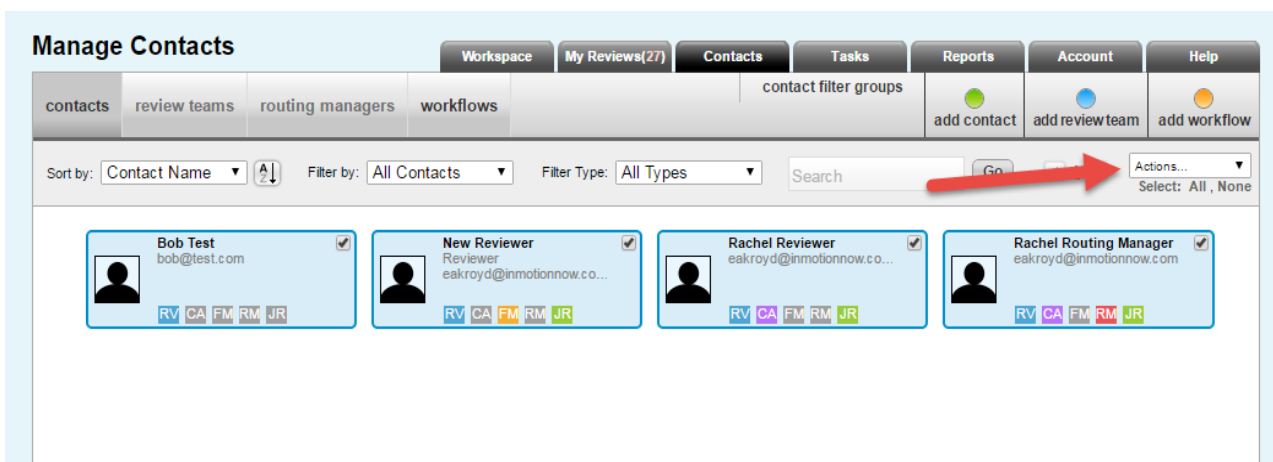
Sending Login Credentials to Contacts

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As an administrator or staff user, you can send login credentials to multiple or individual users.

To send login credentials to multiple contacts:

1. Click on the **'Contacts'** tab.
2. Select the users you want to send login credentials to by clicking the checkbox in the top right corner of their contact record.
3. Open the **'Actions'** dropdown menu and click the **'Resend Login Credentials'** option.



To send login credentials to an individual user:

1. Click on the **'Contacts'** tab.
2. Click on the applicable contact record.
3. Click on the **'Resend Credentials'** button near the bottom of the Edit Contact screen.

Login Credentials

[Resend Credentials](#)

Password criteria: should be at least 5 characters

Login Name:

Reset Password:

Confirm Password:

☐ Show Password