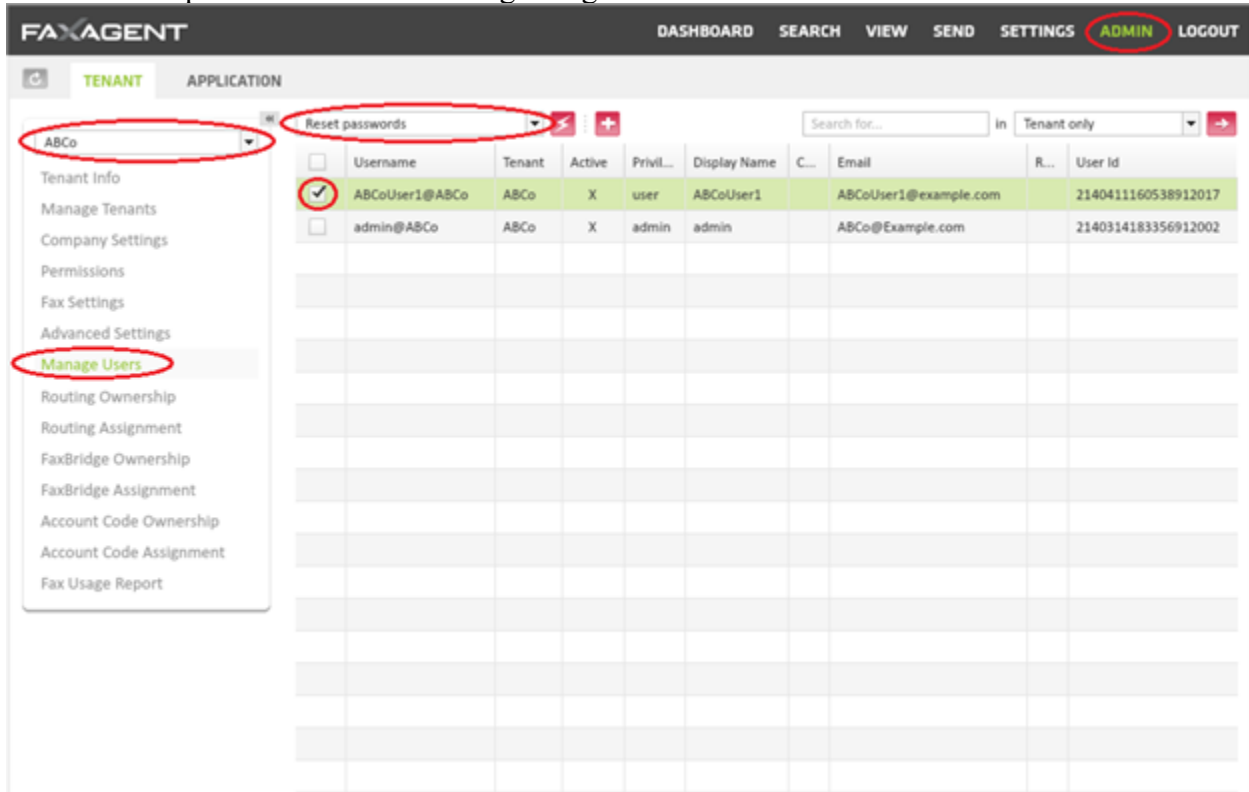


Reset User Password - Corporate Edition

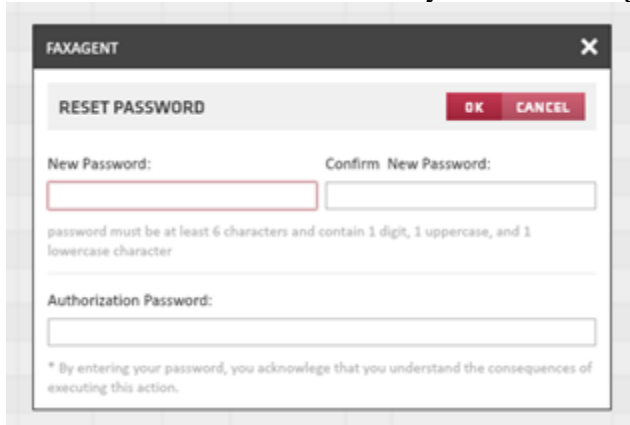
1. Log in as an Admin to FaxAgent
2. Go to the Admin tab
3. Dropdown should say the name of the Company/Tenant that the User belongs to
4. Select "Manage Users" from the list
5. Check the box next to the User's password that needs to be reset
6. Select "Reset password" and hit the Lightning Bolt of Power!



The screenshot shows the FaxAgent Admin interface. The top navigation bar includes 'DASHBOARD', 'SEARCH', 'VIEW', 'SEND', 'SETTINGS', 'ADMIN' (circled in red), and 'LOGOUT'. The left sidebar shows a menu with 'Manage Users' circled in red. The main content area displays a table of users for the 'ABCco' tenant. The 'Reset passwords' action is selected from a dropdown menu. The table has columns for Username, Tenant, Active, Privilege, Display Name, Email, and User ID. The user 'ABCoUser1@ABCco' is selected with a checkmark in the first column.

<input type="checkbox"/>	Username	Tenant	Active	PrivL...	Display Name	C...	Email	R...	User Id
<input checked="" type="checkbox"/>	ABCoUser1@ABCco	ABCco	X	user	ABCoUser1		ABCoUser1@example.com		2140411160538912017
<input type="checkbox"/>	admin@ABCco	ABCco	X	admin	admin		ABCco@Example.com		2140314183356912002

7. Reset the password and confirm
8. Your Authorization Password is your Admin Login password that you are currently logged in as



The screenshot shows a 'RESET PASSWORD' dialog box with the following fields and text:

RESET PASSWORD [OK] [CANCEL]

New Password: Confirm New Password:

password must be at least 6 characters and contain 1 digit, 1 uppercase, and 1 lowercase character

Authorization Password:

* By entering your password, you acknowledge that you understand the consequences of executing this action.

9. And then select "OK"