



# 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 '**Contacts.**'
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 '**Bulk Actions**' dropdown menu and select '**Resend Login Credentials.**'

To send login credentials to an individual user:

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

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Login Credentials

RESET CREDENTIALS

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Username

Reset Password:

Confirm Password:

☐ Show Password