

Seller Administrators are responsible for resetting Seller and Seller Administrator passwords for their organization. This guide presents the steps to add and reset a user's password.

Log in to PHLContracts

Log into the PHLContracts system using your login ID and password.

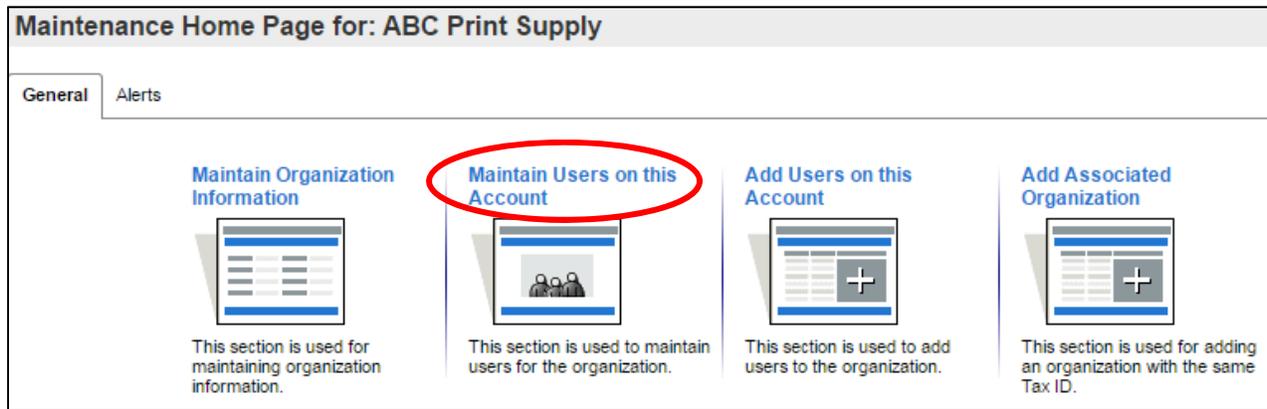
When you have logged in, make sure that if you have both the Seller and Seller Administrator roles, that you have the Seller Administrator role selected. This is the role that allows you to add and maintain users.

- Click on the user icon  on the top right of the screen
- If Seller appears, click on the down triangle ▼ then select Seller Administrator
- The screen will refresh with the Seller Administrator role

Select Maintain Users on This Account

An example using ABC Supply is shown.

From this menu, select the **Maintain Users on this Account** menu option.



Maintenance Home Page for: ABC Print Supply

General Alerts

- Maintain Organization Information**
This section is used for maintaining organization information.
- Maintain Users on this Account**
This section is used to maintain users for the organization.
- Add Users on this Account**
This section is used to add users to the organization.
- Add Associated Organization**
This section is used for adding an organization with the same Tax ID.

Select the User Record to Maintain

A page listing your company's users will display from which the Seller Administrator will select the user person who needs their password reset.

User Maintenance for: ABC Supply

Search Using: ALL of the criteria

Search Fields:

First Name **Last Name**

Login ID **Status**

User Role

Browse by: **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**
0 1 2 3 4 5 6 7 8 9 10

1-25 of 33
1 2

Login ID	First Name	Last Name	Status	Role(s)	Organization
A.CAMPFIELD_VENDOR	Aycha	Campfield	Active	Seller Seller Administrator	
ANGULA.TEST	Angula	Malone	Active	Seller Seller Administrator	

Edit the User's Record

The User Maintenance page for the selected user is displayed. Any of the user information can be changed, but in this example, we wish to reset the password.

Enter a temporary password in the New Password and Confirm Password fields. The user will be prompted to select a new password the next time they log on.

User Maintenance: Angula Malone - ABC Supply

Salutation	<input type="text"/>		
First Name*	<input type="text" value="Angula"/>	Last Name*	<input type="text" value="Malone"/>
Job Title*	<input type="text" value="Sales Managaer"/>	Department:	<input type="text" value="Sales"/>
Phone*	<input type="text" value="703"/> <input type="text" value="555"/> <input type="text" value="5555"/> - <input type="text"/>	Email*	<input type="text" value="amalone@att.net"/> <input type="button" value="x"/>
Login ID	ANGULA.TEST	Status*	<input type="text" value="Active"/> <input type="button" value="v"/>
New Password*	<input type="password" value="....."/>	Confirm Password*	<input type="password" value="....."/>
Login Question*	<input type="text" value="What is your favorite food?"/> <input type="button" value="v"/>	Login Answer*	<input type="text" value="Pizza"/>

Roles

<input checked="" type="checkbox"/> Seller	<input type="checkbox"/> Can Create Blanket Change Orders
<input type="checkbox"/> Seller Administrator	<input type="checkbox"/> Can Upload Contract

The user information fields which can be updated using the User Maintenance page are:

- First Name*
- Last Name*
- Job Title*
- Phone Number*
- Email Address*
- Password * / Confirm Password* (this is the temporary password)
- Login Question* (select from dropdown list)
- Login Answer*
- Role(s)*

Note 1: Fields highlighted with an asterisk are required.

Note 2: The LOGIN ID of the user may not be edited once the user account is established.

Once you have entered and reviewed the user information, click the **Save & Exit** button to complete the transaction. You will return to the User Listing.

User Maintenance for: ABC Supply

Search Using: ALL of the criteria ▼

Search Fields:

First Name Last Name

Login ID Status

User Role

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 10

Find It Clear Add User

1-25 of 33
 1 2

Login ID	First Name	Last Name	Status	Role(s)	Organization
A.CAMPFIELD_VENDOR	Aycha	Campfield	Active	Seller Seller Administrator	
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Advise User of Their Login Information

The user should be notified and given the temporary password to use to log in. The user will be prompted to select a new password upon log in.

Passwords must conform to the following format and are case sensitive:

- Must be between 6 and 15 characters
- Must include both alpha and numeric characters
- Must include at least one special character (e.g., #, @, %, \$, !)

Additional requirements for passwords:

- Passwords must be changed every 180 days
- A password cannot be reused until 5 other passwords have been used
- After 4 unsuccessful attempts to login, the account will be locked