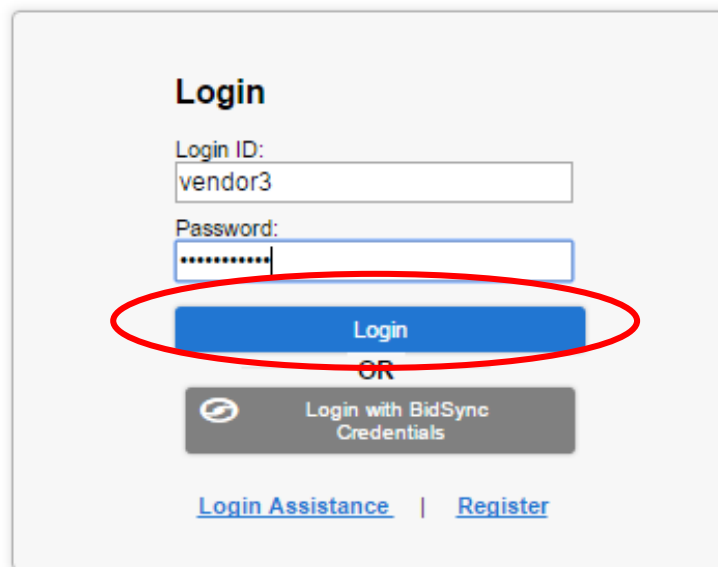


Seller Administrators are responsible for resetting Seller and Seller Administrator passwords for their organization. This guide presents the steps to add and reset a user's password.

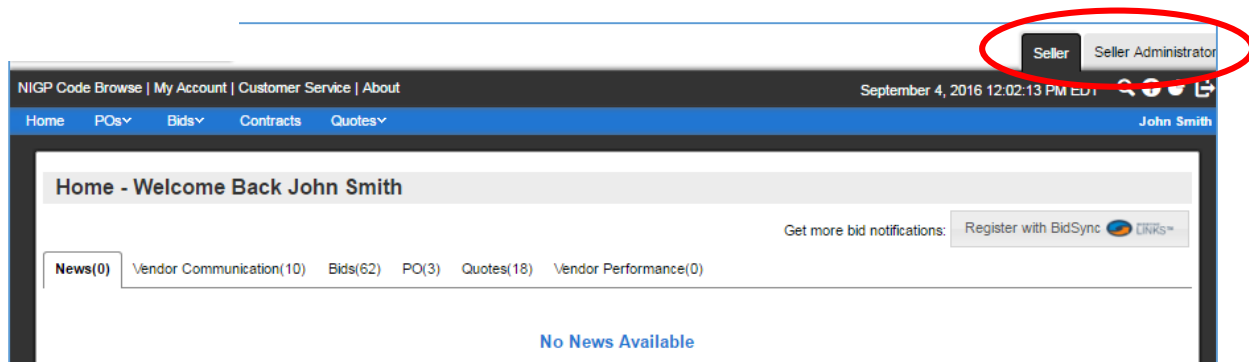
Log in to PHLContracts

Log into the PHLContracts system using your login ID and password. An example using ABC Print Supply is shown.



The screenshot shows a login form titled "Login". It contains two input fields: "Login ID:" with the text "vendor3" and "Password:" with masked characters. Below these fields is a blue "Login" button, which is circled in red. Underneath the button is the text "OR" and a grey button with a circular icon and the text "Login with BidSync Credentials". At the bottom of the form are two links: "Login Assistance" and "Register".

When you initially log in, you may see the Seller role home page. To reset a user's passwords, you must select the Seller Administrator role tab in the upper right-hand corner of the page.




Select Maintain Users on This Account

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 Print 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

Login ID	First Name	Last Name	Status	
JANE.JOHNSON	Jane	Johnson	Active	Seller
VENDOR3	John	Smith	Active	Seller Seller Administrator

Add User Exit

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: Jane Johnson - ABC Print Supply

Salutation				
First Name*	Jane		Last Name*	Johnson
Job Title*	Principal Buyer		Department	Government
Phone*	215	555	1212	-
Email*	test1@abcprintsupplyxxx.com			
Login ID	JANE.JOHNSON		Status*	Active
New Password*	*****		Confirm Password*	*****
Login Question*	What is your favorite food?			Login Answer*
				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

Save & Exit
Save & Continue
Reset
Cancel & Exit

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 Print Supply

Search Using: ALL of the criteria ▼

Search Fields:

First Name

Last Name

Login ID

Status

User Role

Seller

Seller Administrator

Form Builder Administrator

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

Login ID	First Name	Last Name	Status	Role(s)
JANE.JOHNSON	Jane	Johnson	Active	Seller
VENDOR3	John	Smith	Active	Seller Seller Administrator

Add User

Exit

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