

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.

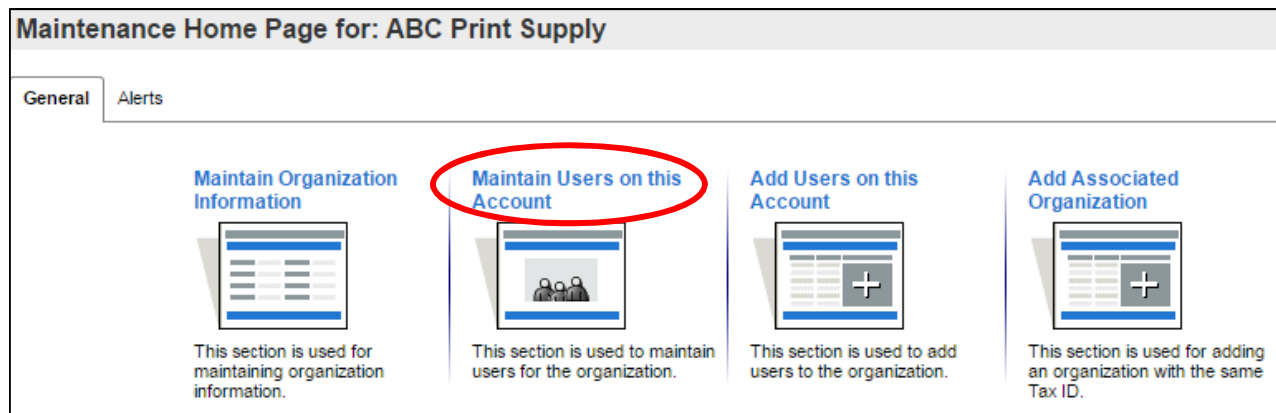
When you have logged in, make sure that if you have both the Seller and Seller Administrator roles, you have the Seller Administrator role selected. This is the role that allows you to add and maintain users.

- 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 will display a list of your company's users, from which the Seller Administrator will select the user who needs a password reset.

Search Using: ALL of the criteria

Search Fields:

First Name

Last Name

Login ID

Status

Email

User Role

Seller

Seller 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	Email	Status	Role(s)
J.WOODSON	John	Woodson	test@phila.gov	Active	Seller Seller Administrator
TEST.VENDOR	Test	Vendor	test.vendor@test.com	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.

Click the "Reset Password" button, and a temporary password will be sent to the email address provided in the Email field.

User Maintenance: John Woodson - Test Vendor 19

Salutation

First Name *

John

Last Name *

Woodson

Job Title *

President

Department

Phone *

215 111 1111

Email *

test@phila.gov

Login ID

J.WOODSON

Status

Active

Login Question *

What is your favorite food?

Login Answer *

Pizza

Reset Password

Roles

☒ Seller

☐ Can Create Blanket Change Orders

☐ Seller Administrator

☐ Can Upload Contract

Save & Exit

Save & Continue

Reset

Cancel & Exit



PHLContracts Quick Reference Guide *Seller Admin - Resetting User Passwords*



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

- First Name*
- Last Name*
- Job Title*
- Phone Number*
- Email Address*
- 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.



PHLContracts Quick Reference Guide

Seller Admin - Resetting User Passwords



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.

Search Using: ALL of the criteria

Search Fields:

First Name

Last Name

Login ID

Status

Email

User Role

Seller

Seller 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	Email	Status	Role(s)
J.WOODSON	John	Woodson	test@phila.gov	Active	Seller Seller Administrator
TEST.VENDOR	Test	Vendor	test.vendor@test.com	Active	Seller Seller Administrator

Add User

Exit



User Login Information

The user will receive an automated email with a temporary password. If the user does not receive it, they should check their spam or junk folder. The user will be prompted to select a new password upon logging in.

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

- Must be between 7 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 90 days
- A password cannot be reused until 5 other passwords have been used
- After 5 unsuccessful attempts to log in, the account will be locked