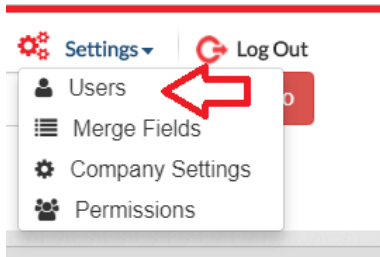


### Statement


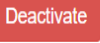
Passwords and user profile details can be edited by users with Company Admin access.

### Procedure Steps

1. Click the "Settings" button in the top-right corner of the screen.
2. Select "Users" from the drop-down menu.



3. Click the "Edit" button to the right of the user you would like to update.

Username	Email	Last Name	First Name	Job Title	
AStevens	astevens@thestrategi...	Stevens	Angie	PolicyPartner Admin	 Edit  Deactivate

1 - 1 of 1 items

**NOTE: You can sort any column on the User page by clicking on the column title. (The default order is alpha by Username.) Click the column title:**

- o First click sorts users from A - Z.
- o Second click sorts users from Z - A.
- o Third click returns list to alpha order by Username.

4. A pop-up box will appear.
  - a. Make the desired changes.
  - b. If you are changing a password, *both* the Password and Co-Password boxes must be completed.
5. Click "Update" to save your changes.

**Edit** [X]

**Username**

**Password**

**Co-Password**

**Email**

**Last Name**

**First Name**


**Job Title**

**Referring URL**

**Active**

**Auto Login**

**Generic Login**



Last Updated 02/25/2020 04:21 PM