



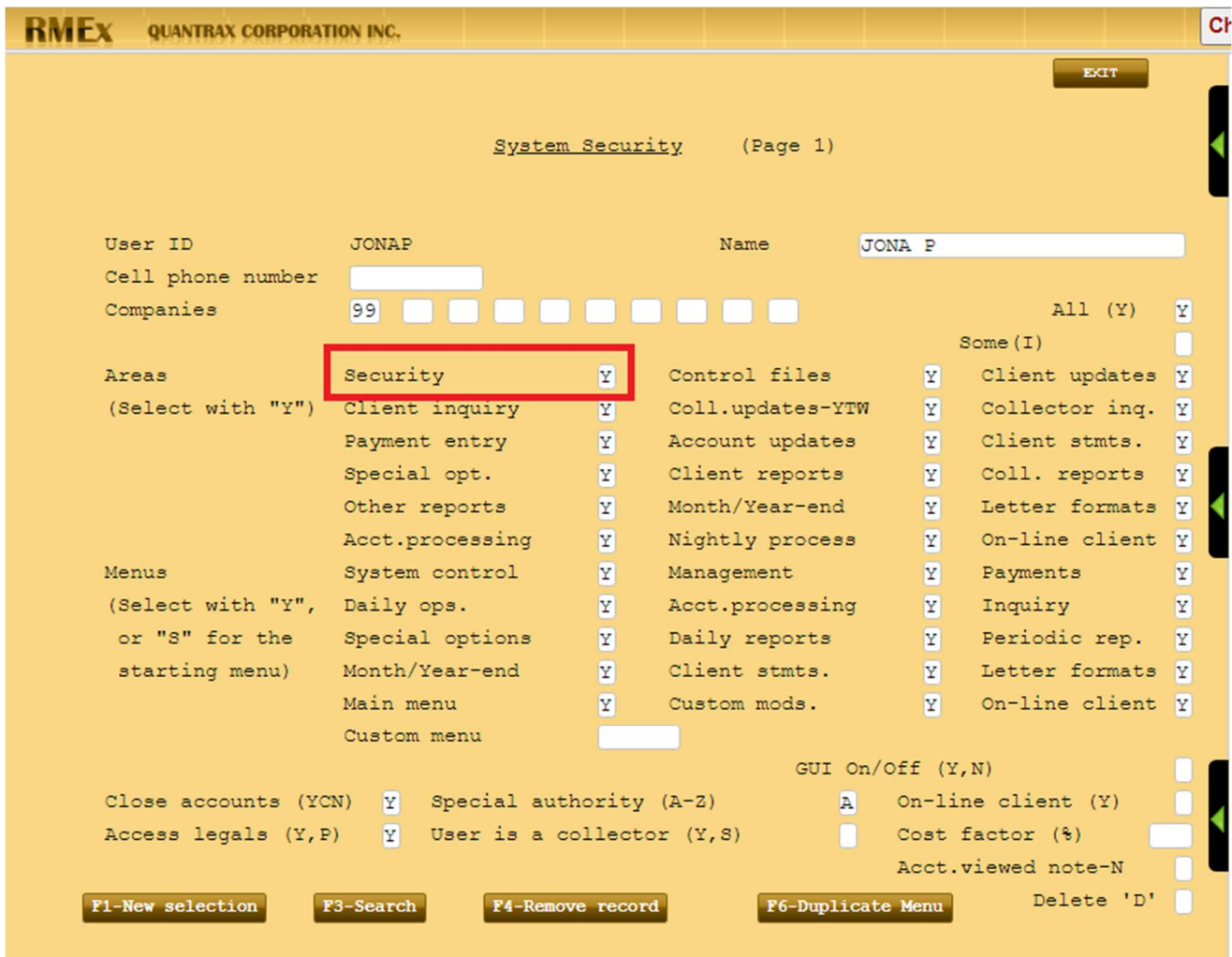
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# Resetting a password

## Resetting a password

We have all been there; we have disabled ourselves and/or forgotten our passwords! When this happens, RME has now added a feature that will allow managers to reset passwords by going into an option under System Security. This feature will help reduce user down time and support overheads, while also increasing your management team’s ability to focus on security.

**Important:** The “Y” on Security field is needed for a user to be able to access the new option.



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System Security (Page 1)

User ID JONAP Name JONA P

Cell phone number

Companies 99           All (Y)

Areas **Security**  Control files  Client updates

(Select with "Y") Client inquiry  Coll.updates-YTW  Collector inq.

Payment entry  Account updates  Client stmts.

Special opt.  Client reports  Coll. reports

Other reports  Month/Year-end  Letter formats

Acct.processing  Nightly process  On-line client

Menus System control  Management  Payments

(Select with "Y", Daily ops.  Acct.processing  Inquiry

or "S" for the Special options  Daily reports  Periodic rep.

starting menu) Month/Year-end  Client stmts.  Letter formats

Main menu  Custom mods.  On-line client

Custom menu

Close accounts (YCN)  Special authority (A-Z) A  On-line client (Y)

Access legals (Y,P)  User is a collector (Y,S)  Cost factor (%)

GUI On/Off (Y,N)  Acct.viewed note-N

**F1-New selection** **F3-Search** **F4-Remove record** **F6-Duplicate Menu** Delete 'D'

This is **ONLY** available via Classic View

1. System Control Menu > 1. System Security > 9. Reset password for any User

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System Security

Select one of the following options -

1. System security
2. Client access by User ID
3. Client profile update for client access by User ID
4. User activity inquiry
5. Setup number of days to purge user activity log
6. Custom menu setup
7. Account access for states by User ID (or reporting group code)
8. Right party authentication options
9. Reset password for any User

Option 0

F7-Cancel Press ENTER to Continue

Enter the User ID of the person that needs to be reset.

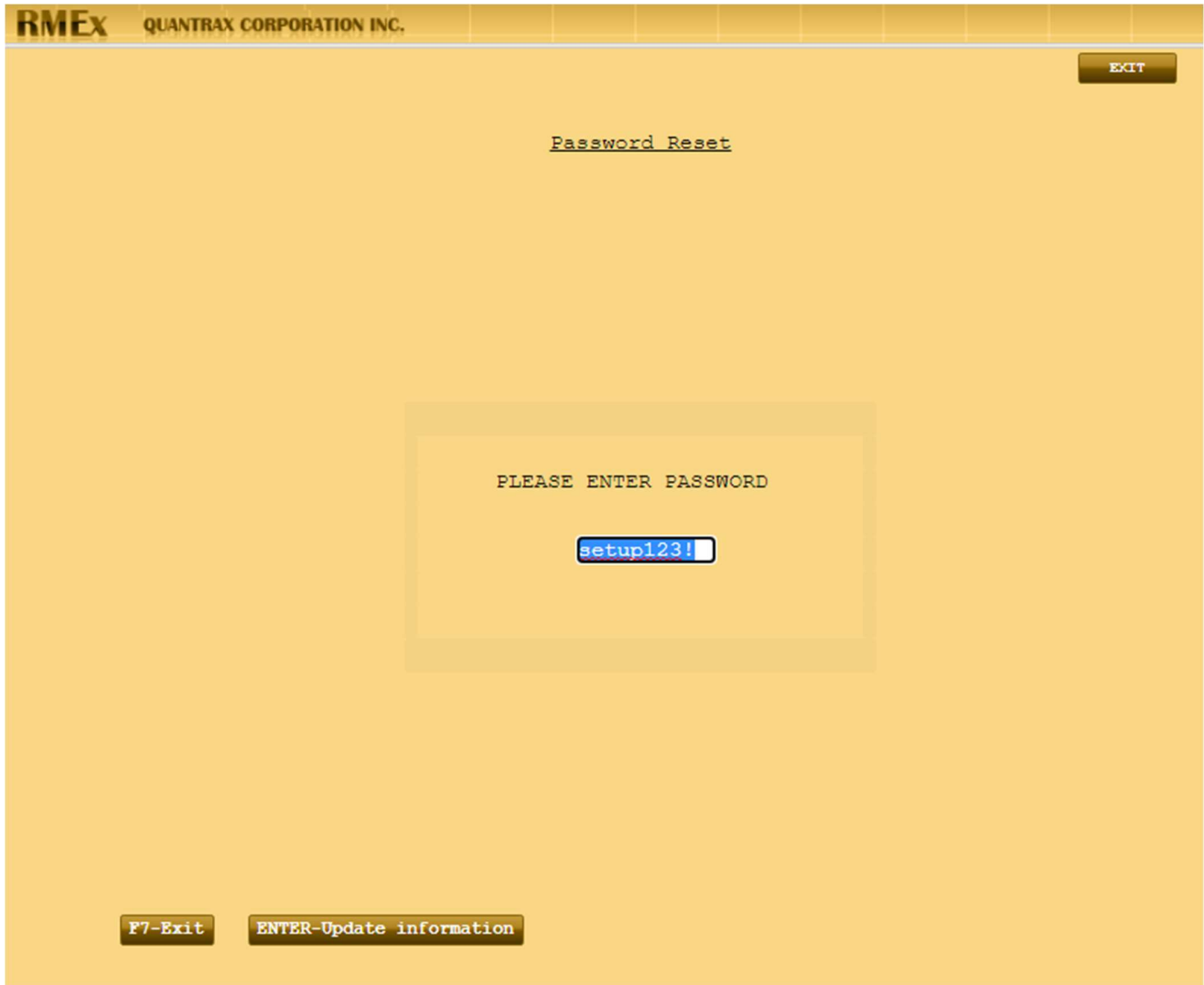
**RME<sub>x</sub>** QUANTRAX CORPORATION INC. EXIT

Password Reset

PLEASE ENTER USER ID

**F7-Exit**    **ENTER-Update information**

Then enter the initial password



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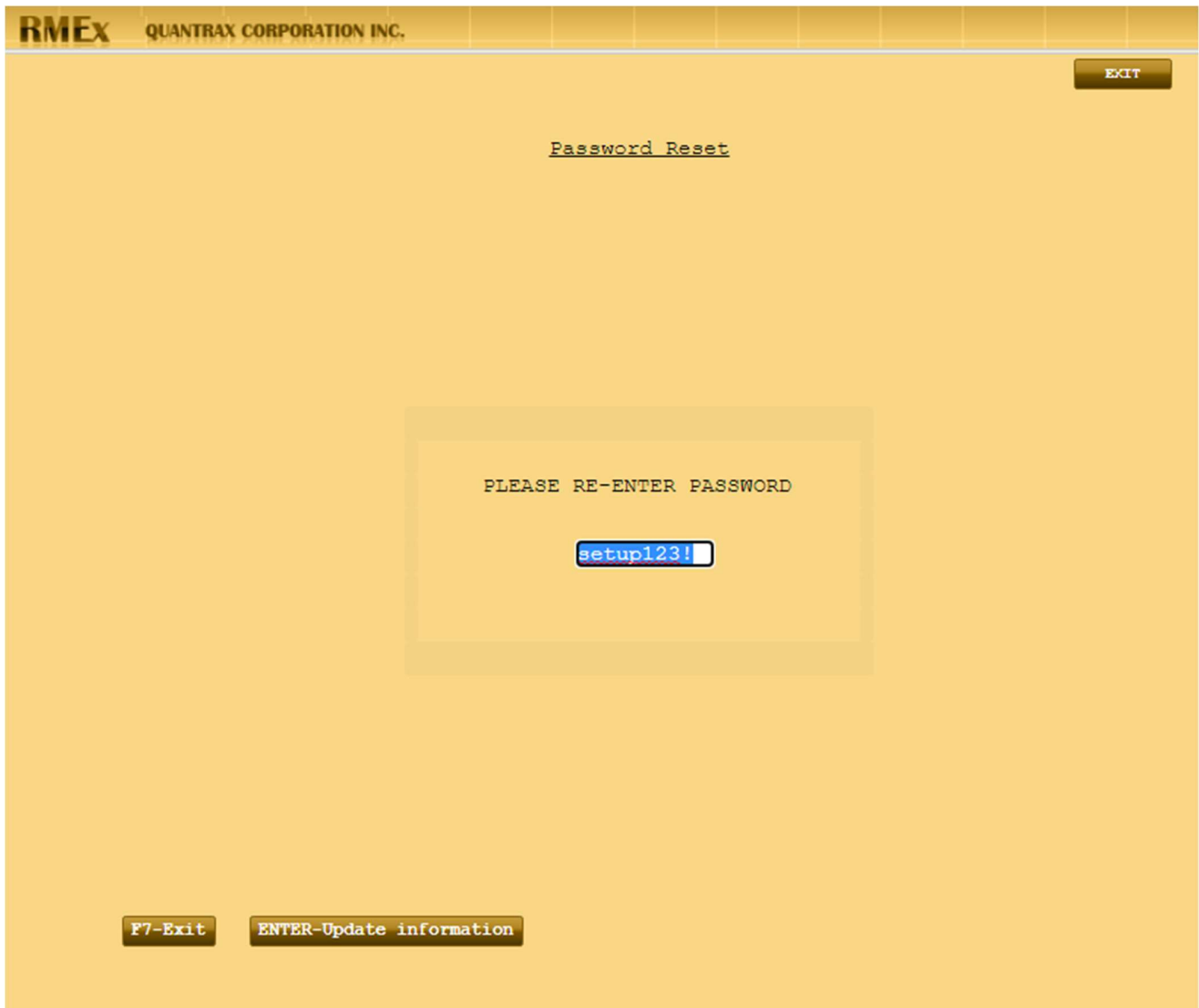
Password Reset

PLEASE ENTER PASSWORD

setup123!

F7-Exit ENTER-Update information

Re-enter the password. It should match or else the system will give an error saying, “password does not match” and then it will ask you to enter the password again and re-enter again until the password matches.



Once successful, it should prompt the message “password has been reset.”

After this process, the user will be able to login again using the initial password that the manager had set. Then, the user will need to change the password immediately after logging in.

