



Reset a User's Password

To reset a user's password, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2 Select a User* page appears.
3. Select the radio button for the user profile that you want to reset the password for.



Application Tip

You can only reset one user's password at a time.

4. Click **Reset Password**. The *Step 2 of 2 Review User Profile for Password Reset* page appears.
5. Verify the following user profile's password should be reset and click **Submit**. A *Confirmation* page appears showing the user profile's temporary password.



Application Tip

Write down the User's ID and temporary password and provide it to the appropriate user. The User's ID is the same User ID used to access OTCnet online.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Return to View User Profile List** to return to the View User Profile List for that terminal.
- Click **Return Home** to the OTCnet Home Page.