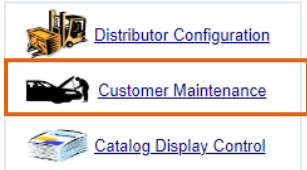
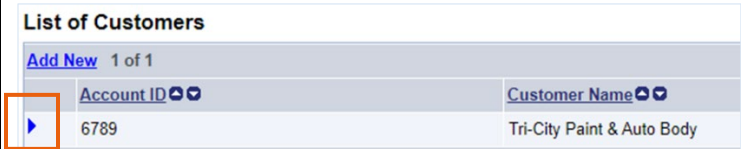


Nexpart - Adding and Editing Customer Passwords

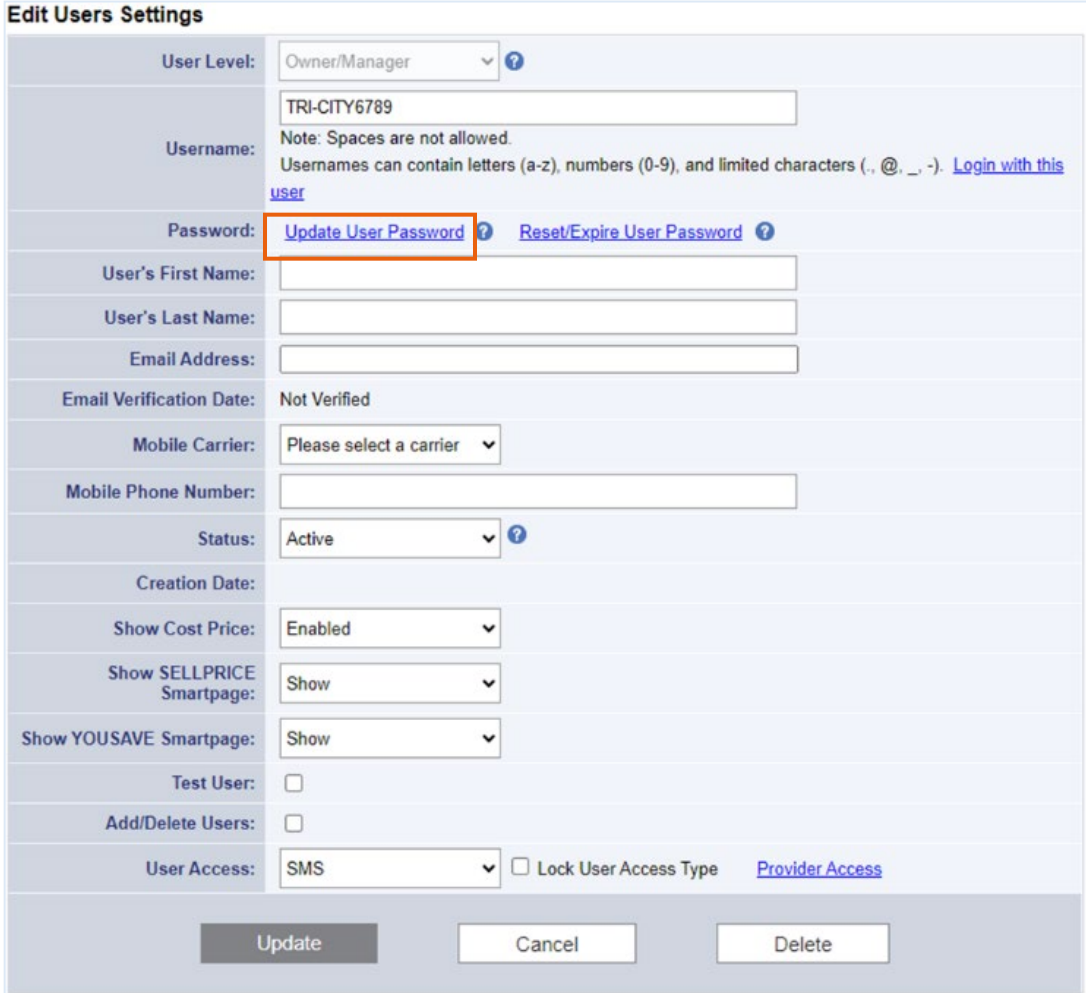
Introduction This job aid reviews how to add and edit customer (from Shop) password in Nexpart.

Creating Admin Account You need admin user access to Nexpart to edit customer passwords.
To edit customer passwords in Nexpart, follow the steps below:

Step	Action
1	Login to www.nexpart.com/admin .
2	Select Customer Maintenance . 
3	A list of customers displays. Select the arrow next to the customer to open the customer account details. 

Continued on next page


Nexpart - Adding and Editing Customer Passwords, Continued

Step	Action
4	<p>Select Update User Password.</p>  <p> Do not select Reset Password as CCC will not receive the reset requests.</p>

Continued on next page

Nexpart - Adding and Editing Customer Passwords, Continued

Step	Action
5	<p>Enter new value for Password and select Save.</p> <div><p>Update Password</p><p>Password Guidelines Create a password that includes a minimum of 8 characters or more. The password created must use a mix of letters, numbers and symbols. Accents, accented characters or spaces are not supported and should be avoided.</p><p>Note: The generated password must pass a complexity check based on a password dictionary validation. Some common words and/or numerical sequences may be rejected by the automated password security validation process. If this occurs, please adjust the password and resubmit.</p><p>Password <input type="password"/></p><div><p>Password Requirements:</p><ul style="list-style-type: none">8 characters minimum ✓One letter required ✓One number required ✓One symbol required ✓Use a complex password ✓</div><p>Confirm Password <input type="password"/></p><p>• Password Matches ✓</p><p>Save</p></div>
6	<p>The confirmation appears indicating the Password has been updated. Select Close.</p> <div><p>Update Password</p><p>Password Has Been Updated</p><p>Close</p></div>

 If utilizing Nexpart B2B services, document new password and provide to the customer contact for future login purposes.