Re-send Registration Email Procedure

Summary

The *Re-send Registration Email* procedure describes how to re-send a user's registration email for IMRF Partner Access, only the Partner, as Deduction Org Admin may re-send the Registration Email to a User.

Procedure

1. Perform one of the following actions to enter the **Access Management** screens:
   - In the **My Team** widget, click **View All** in the lower-right corner of the widget.

   OR
   - From the Tool Bar, click the **Administration** (last) icon, and select **Access Management**.
2. If needed, select "By User" in the **View** field on the right, to see the correct view.
3. Using the funnel icon, search for the appropriate contact or select them from the list.
4. Highlight the appropriate contact in green by clicking on them.
5. Click the **View Team Member** button in the box on the right.
6. Click the **Re-send Registration Email** button.
7. Click the **Yes** button for the validation message about re-sending the registration email.

This procedure is complete.