

CREDENTIAL MANAGER

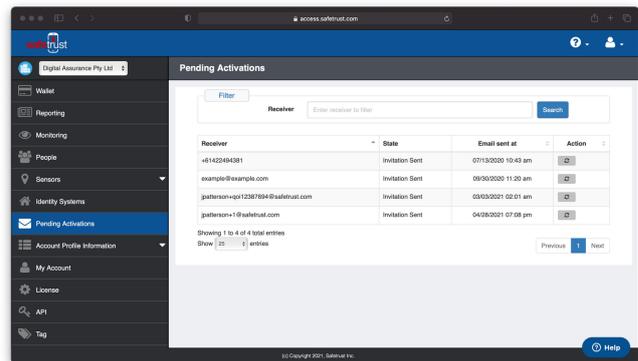
How to Resend an Invite to a User

When you create or import a user in the Safetrust Credential Manager they will be required to accept and verify their account via email or text. This invitation will expire after 72 hours. In the event that a user has not received their invitation or their activation link has expired, you can resend the email in these three simple steps.

1 Logon to Credential Manager

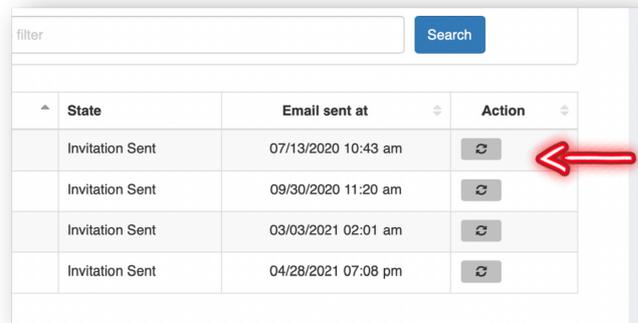
Begin by logging into your Safetrust account and navigate to the Pending Activations tab. Here is a table of all of your current users who have not yet accepted their invitation.

If you are looking for a particular user, you can either scroll through the rows or search for their username in the search bar.



2 Click on the icon in the action column

Once you have located the user, click the button in the action column of their row.



3 Resend invite

You have two options for resending the invitation. You can send an invitation with an automatically generated activation code from the system, or use a custom activation code email.

Once selected, click the **Resend** button to finish.

