

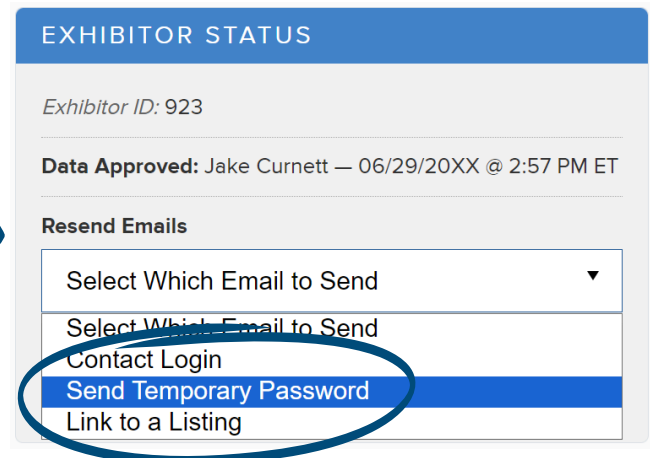
Send Temporary Password

The Exhibitor Resource Center (ERC) provides added security, as each user has their own login credentials. If a user cannot log in, show management can provide a temporary password to grant access. Users will then be required to reset their password to ensure security.

Send Temporary Password Email

1 When viewing an exhibitor, **navigate to the Exhibitor Status section.**

2 Use the Resend Emails dropdown to select **'Send Temporary Password.'**



EXHIBITOR STATUS

Exhibitor ID: 923

Data Approved: Jake Curnett — 06/29/20XX @ 2:57 PM ET

Resend Emails

- Select Which Email to Send
- Select Which Email to Send
- Contact Login
- Send Temporary Password**
- Link to a Listing

3 **Select the contact** requiring a temporary password from the list **and click 'Send Email.'**

The contacts in this list have previously been granted access to the ERC.

4 **Preview & click 'Send Email.'**

For security reasons, **the password can only be sent to the email address associated with the user account.**

The temporary password is autogenerated and not visible to the sender. Therefore, **do not edit or remove the [TEMP PASSWORD] placeholder** in the email.