

Getting Started: How to Send Login Information

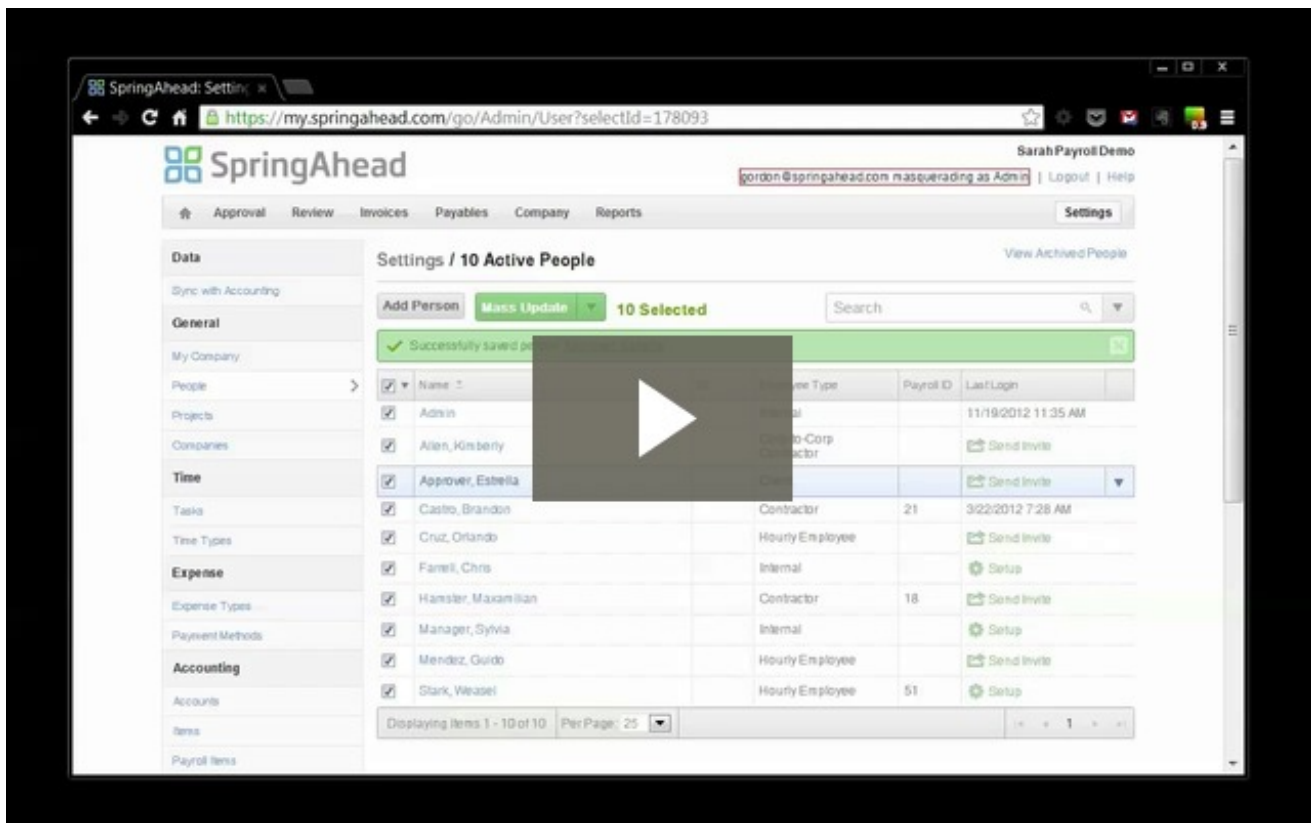
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Sending your users' login information is simple and easy. Here are the details for:

- Enabling system email notifications
- Sending user login emails

Enabling System Email Notifications

- Follow these steps [How Do I Set Up Email Notifications](#)



Sending User Login Emails

- Log in as administrator
- Click on **Settings**, then click **People**
- Select the users you wish to send login information. Ensure they have an email address

associated to their accounts

Settings / 54 Active People

▼ **6 People Selected**

<input checked="" type="checkbox"/> ▼	Name ▼	ID	Employee Type
<input type="checkbox"/>	ABC Radio 1		Hourly Employee
<input checked="" type="checkbox"/>	Adler, Alan		Hourly Employee
<input type="checkbox"/>	Admin		Internal
<input checked="" type="checkbox"/>	B, Mike		Contractor
<input checked="" type="checkbox"/>	Barker, Bob		Internal
<input checked="" type="checkbox"/>	Bergen, Jergen		Hourly Employee
<input checked="" type="checkbox"/>	Berman, Beth		Contractor
<input type="checkbox"/>	Bharthepude, Murahari R		Hourly Employee
<input checked="" type="checkbox"/>	Cambell, Rebecca		Hourly Employee

- Scroll to the top of the page and click on the arrow beside the **Mass Update** button. Select **Send Login Information**

Settings / 54 Active People

▼ **6 People Selected**

▼ Name ID

The user will get an email that looks similar to this:

Welcome to Company Name

Get Started →

Hello Name,

You have been invited by Company Name to enter your time and expenses using SpringAhead. To get started please create a secure password by clicking on the link below.

Click the link below to set up your password

<http://my.springahead.com/go/Account/PasswordReset>

For Reference your login information is:

Login Company: **Company Name**

Login Name: **User/Name**

Login URL: [Click here to log in and get started!](#) — **Bookmark this page**

Have Questions or Need Help?

Please visit our [support website](#) for useful information on how to use the website.