Restoring Terminated User Accounts
(No Current Facility Associations)

1 Perform a User search using the **Search All** button.

2 Click the **User Name** link in the search results to display the user summary.

User Name	Name	Office Name	Start Date	End Date
ufester	Addams, Uncle	Eternal Rest Funeral Home Addams Family Eternal Rest Crematory	01/01/1900	02/18/2016 23:59:59

3 Click the **Reactivate User** link.

User Id: 7167
User Name: ufester
Password Expiration: 03/27/2016
Start Date: 01/01/1900
End Date: 02/18/2016 23:59
Logon Attempts: 0

Reactivate User

4 Enter temporary password information:
- Enter a **password** in the **Password** field
- Enter same **password** in the **Confirm Password** field.
- Select the **Temporary Password** checkbox
- Click the **Next** button

Username: ufester
Password: ••••••••
Confirm Password: ••••••••
Temporary Password: ☑

5 Revisions to the **Name** and **Address** can only be made after the account has been reactivated.

Click the **Next** button.

6 If necessary, make revisions to the **Contact Information**.

Click the **Next** button.

7 Revisions to **Licenses** can only be made after the account has been reactivated

Click the **Next** button.

8 Select your **Facility Name** and click the **Add Arrow** button.

Office Type: Funeral Home, Cemetery, and Crematory
Available Office Affiliations
Eternal Rest Funeral Home
Office Affiliations Assigned to the user

9 Your facility is now associated with the user.

Click the **Next** button.

Office Type: Funeral Home, Cemetery, and Crematory
Available Office Affiliations
Office Affiliations Assigned to the user
Eternal Rest Funeral Home

Cancel   << Back   Next >>

10 Select the appropriate **User** or **Data Provider Type** and click the **Add** button.

Funeral Home administrators select:
- Funeral Director or
- Funeral Home User

6. User Types

Please select User type for each Office Affiliation:

User Types   [Funeral Director ▾]

Offices: [Eternal Rest Funeral Home ▾]

[Add]   [Remove]

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11 The **User Type** and **Office Affiliation** display.

Remove	User Type	Office Affiliation
☐	Funeral Director	Eternal Rest Funeral Home

IMPORTANT: If this is a Funeral Director, confirm that the ☑ **Death** checkbox is selected.

User is authorized to sign for the following events:
☐ Birth   ☑ Death

Click the **Next** button.

12 Confirm or select the **User Role** assigned to the user and click the **Next** button.

7. User Roles   Step 7 of 9

Offices: [Eternal Rest Funeral Home ▾]
User Types: Funeral Director

Available Roles
Default Death Funeral Home User

Roles Assigned to the user
Default Death Funeral Director

[>] [>>] [<] [<<]

[Cancel]   [<< Back]   [Next >>]

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13 Do not make any changes on the Business Functions screen. Click the **Finish** button.

[Finish]

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14 The User Summary screen displays with the **User Type**, **Office** and **Roles** fields populated.

Click the **Return** button.

User Type	Office	Roles
Funeral Director	Eternal Rest Funeral Home	Default Death Funeral Director
Total records : 1	Total records : 1	Total records : 1

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15 The restored user now displays as an active user for this facility.

Users   [Search Current] [Search All] [New User]

Username   Last Name   Office
[ufester]   [   ]   [   ]

User Name ↑	Name	Office Name	Start Date	End Date
▶ ufester	Addams, Uncle	Eternal Rest Funeral Home Addams Family Eternal Rest Crematory	01/01/1900	

Office	Roles	Login Start Date	End Date
Eternal Rest Funeral Home	Default Death Funeral Director	01/01/1900	
Addams Family Eternal Rest Crematory	Default Death Funeral Director	01/01/1900	02/18/2016 23:59:59

Total Records: 1