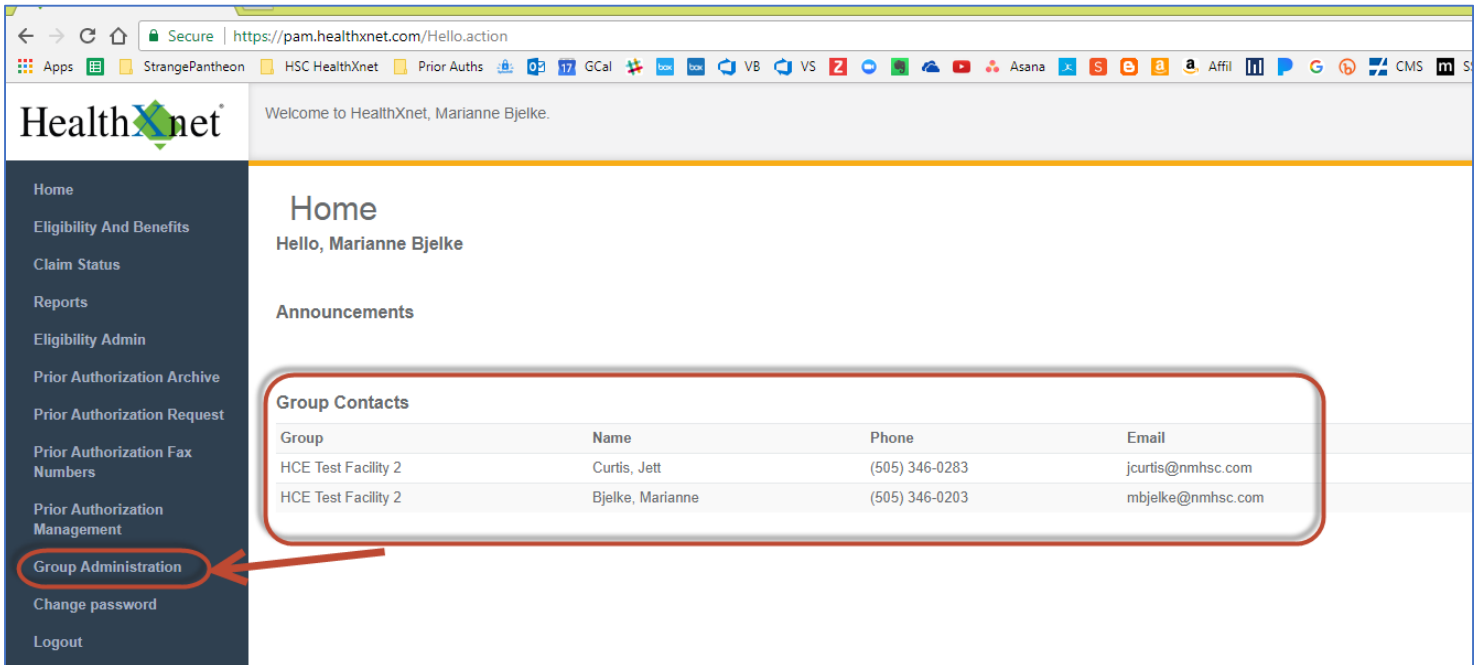
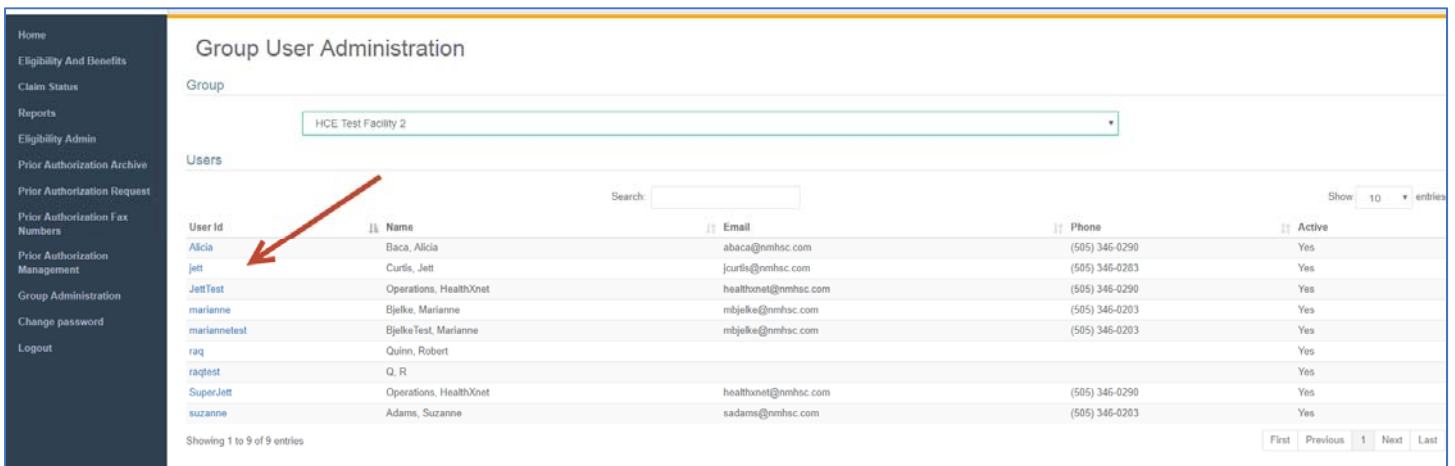


Individuals listed as Group Contacts for an account will have the **Group Administration** menu item. This allows Group Contacts to reset passwords for any user within your organization (group).



When you click on the **Group Administration** menu item, a list of the users assigned to your organization (group) will appear. Click on the User ID to manage the login for that user.



Reset Password:

On the Group User Administration screen you may reset the password for the selected user.

Deactivate User

If the user is no longer with your organization, you may uncheck the **Active** box to deactivate the Selected user.

HealthXnet[®] Welcome to HealthXnet, Marianne Bjelke.

Group User Administration

Update Group User

Leave passwords field blank to activate/deactivate

User Id: mariannetest, Marianne BjelkeTest

1. New Password

2. New Password Again

3. Active

4.

Click the **SUBMIT** button to save your changes

Set Up a New User

New Users for your organization are set up by the HealthXnet Customer Service Desk. Please submit a completed New User Request form to add a user to your account.