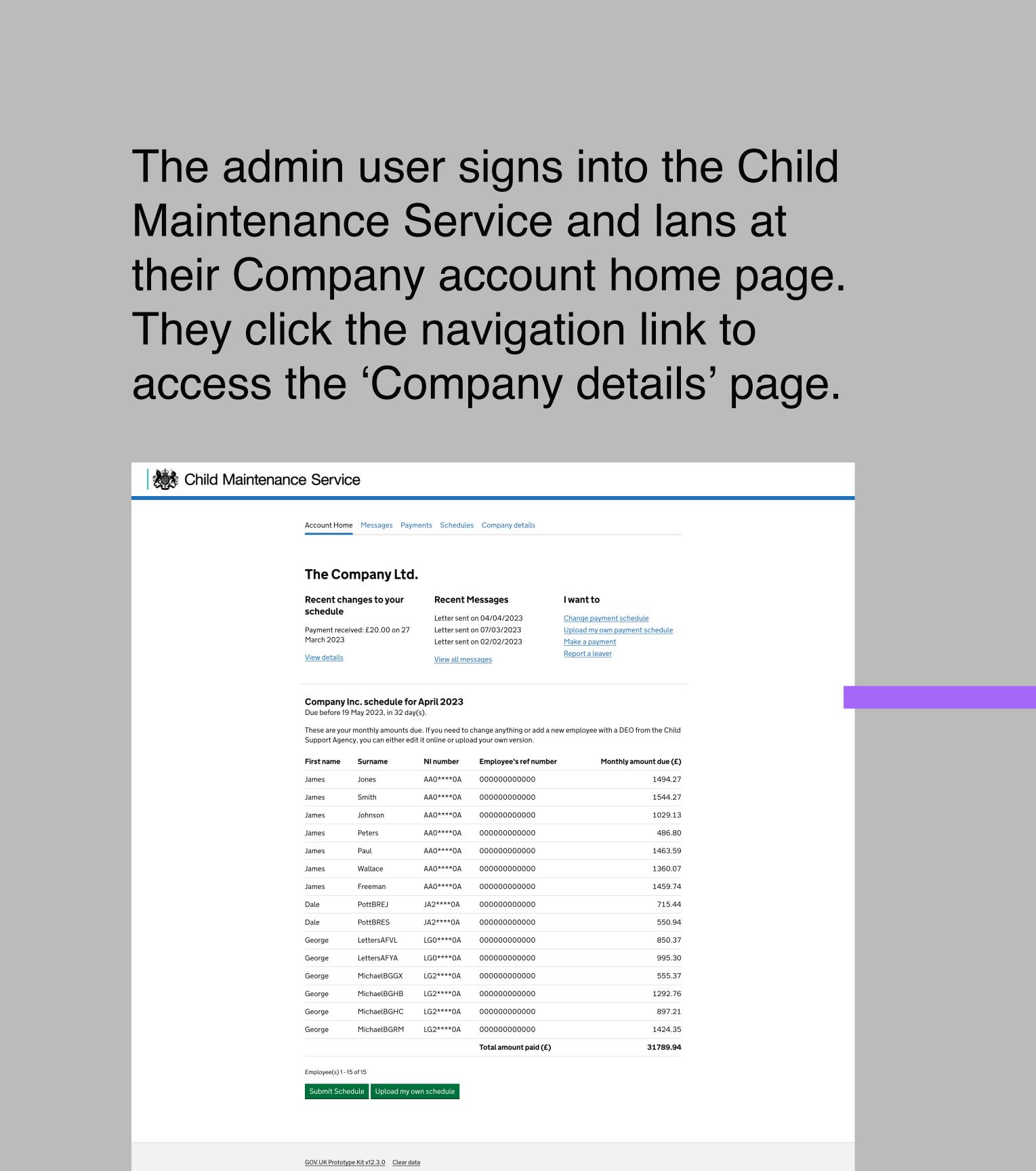
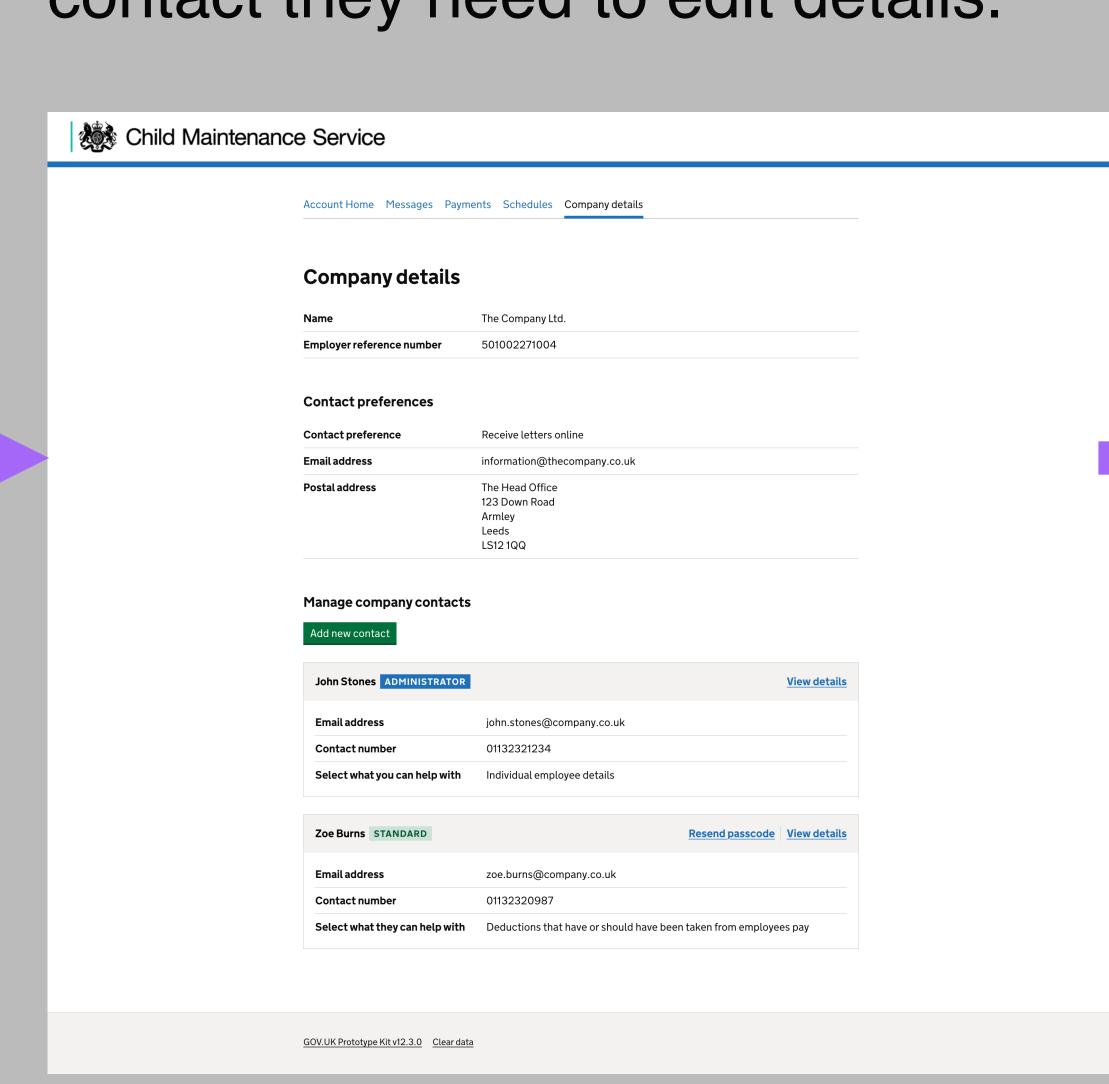
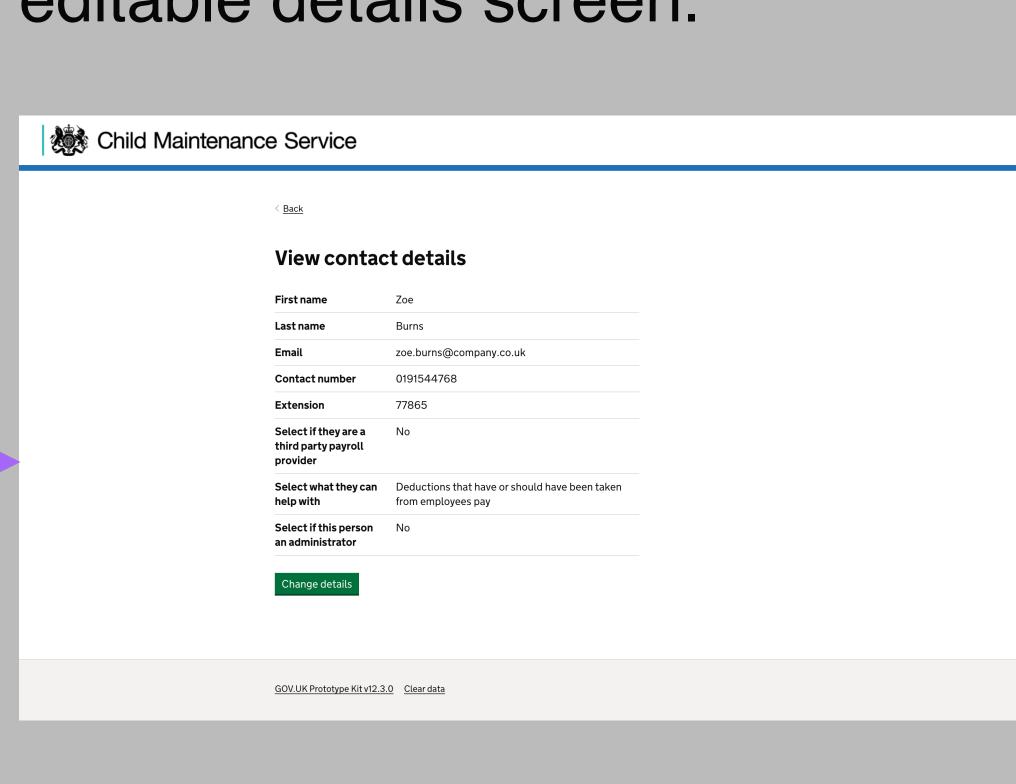
Admin user makes changes to a contacts email address and activates a new OTP to the contact - Part 1



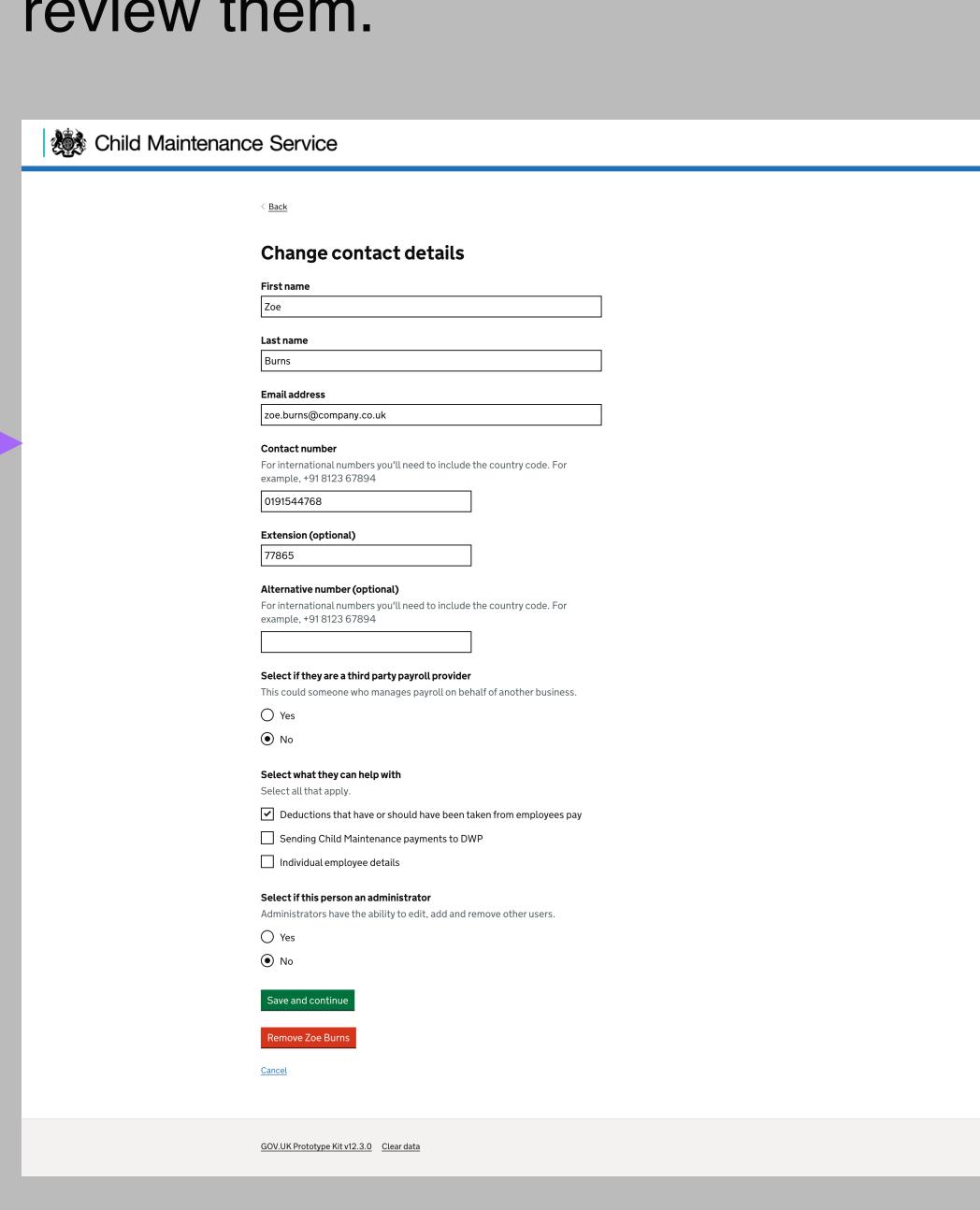
On the 'Company details' page they click the 'View details' link of the contact they need to edit details.



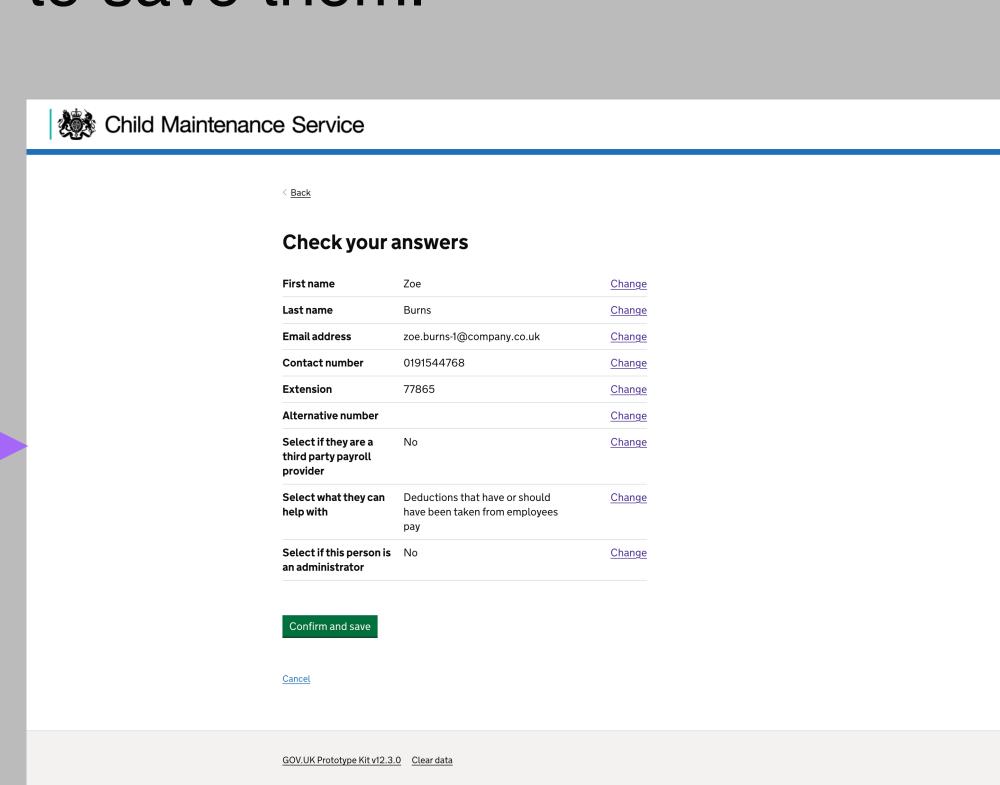
The admin user reviews the contacts details and clicks the 'Change details' button to enter the editable details screen.



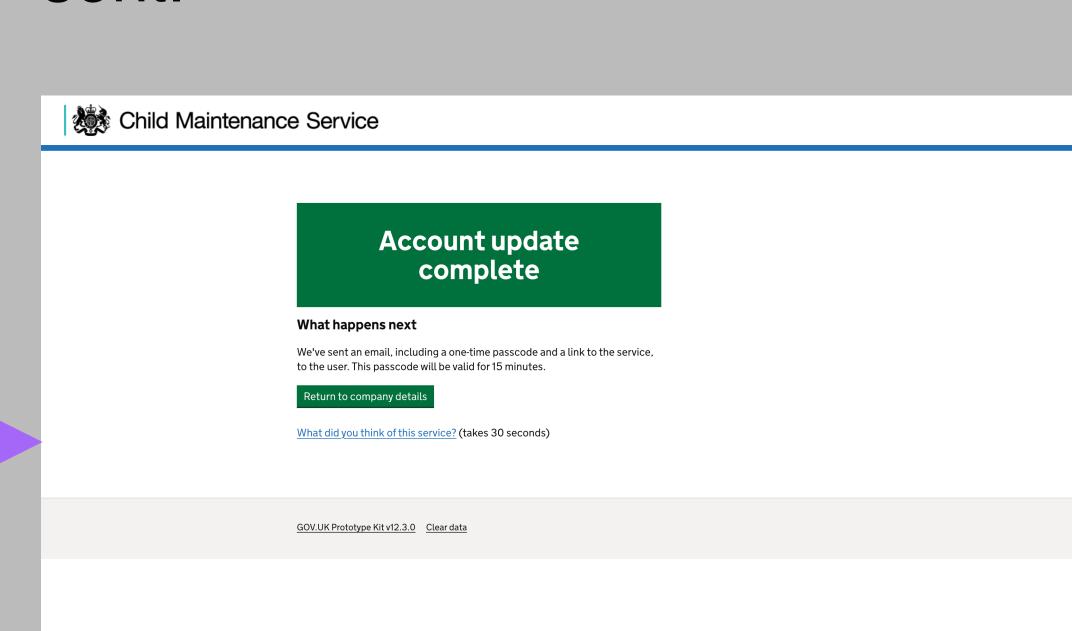
The admin user makes changes to the contacts account and clicks to review them.



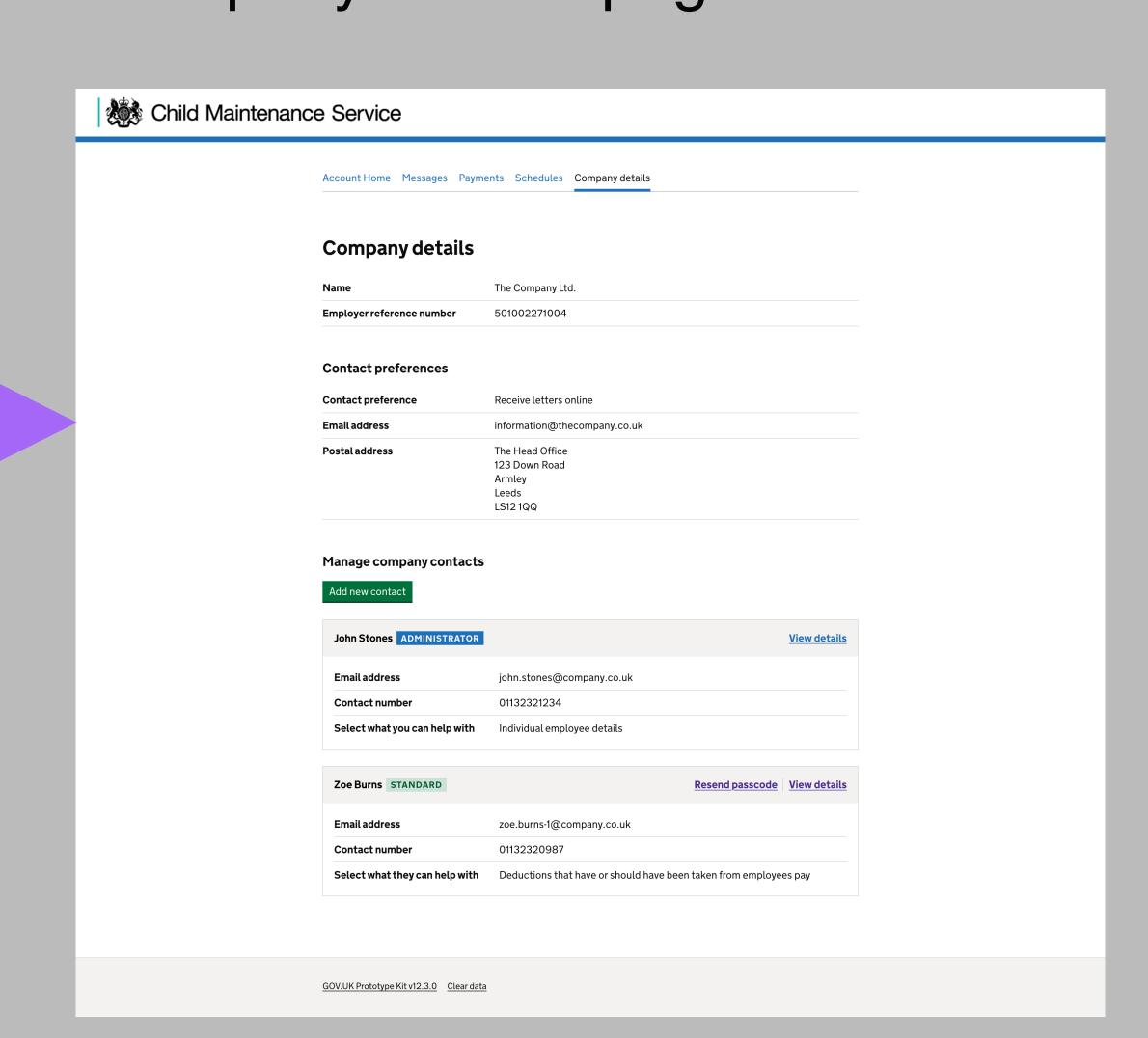
The admin user reviews the changes they have made and clicks to save them.



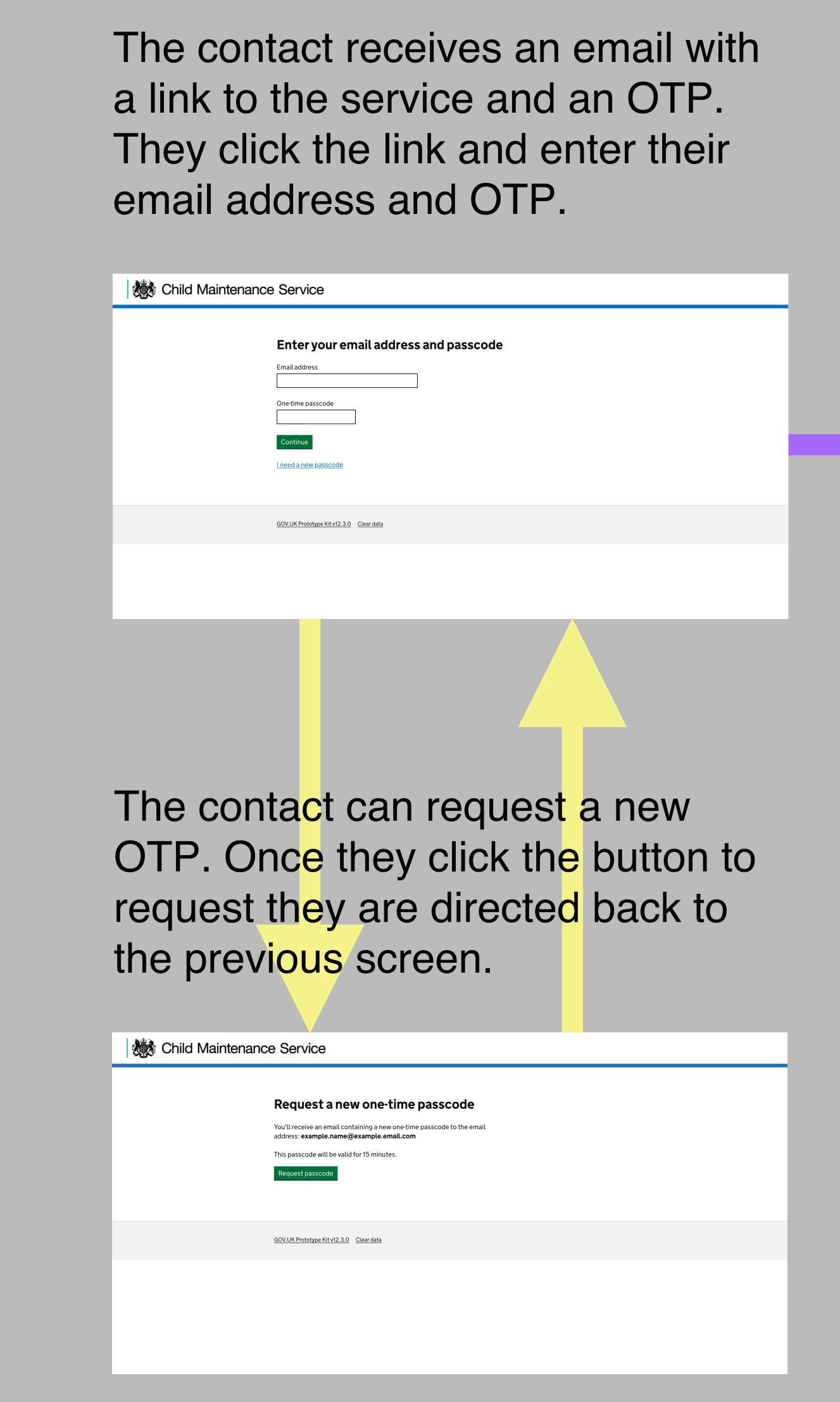
The Admin user receives a 'Confirmation' screen advising that the Employer account has been updated and that an OTP will be sent.



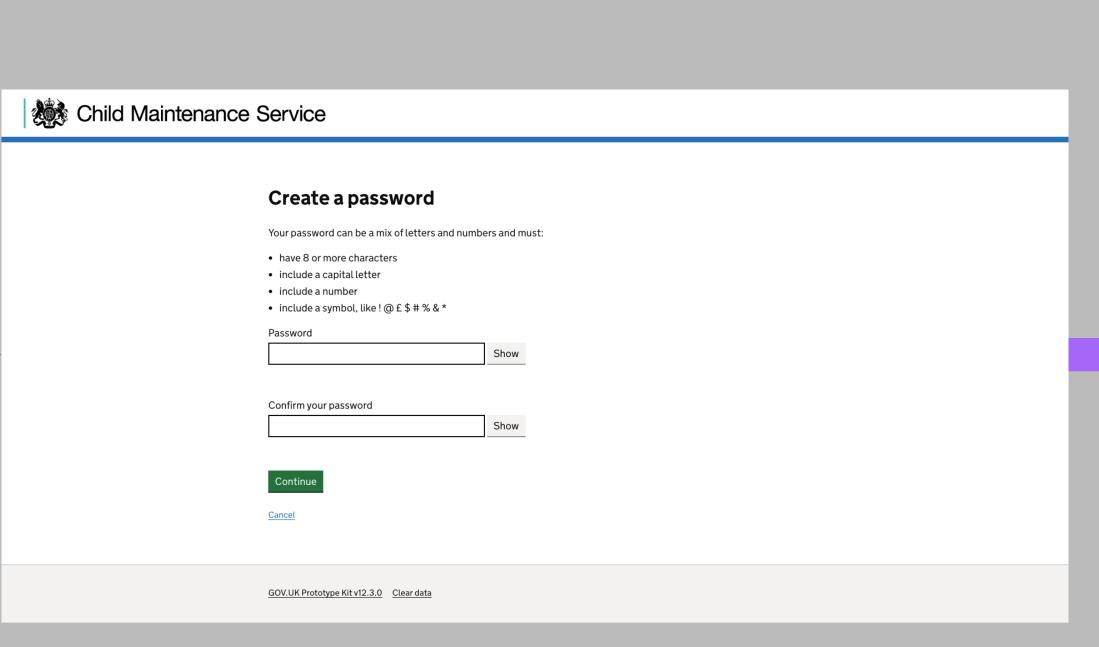
The Admin user retruns to the 'Company details' page.



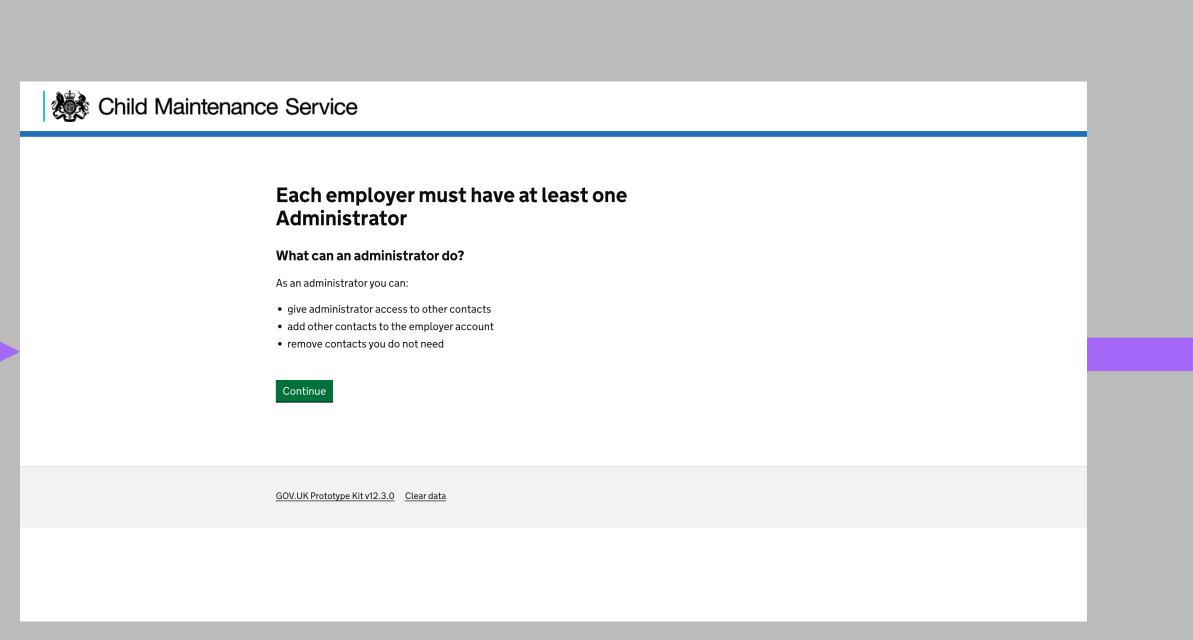
The contact receives the email and OTP and uses it to sign in - Part 2



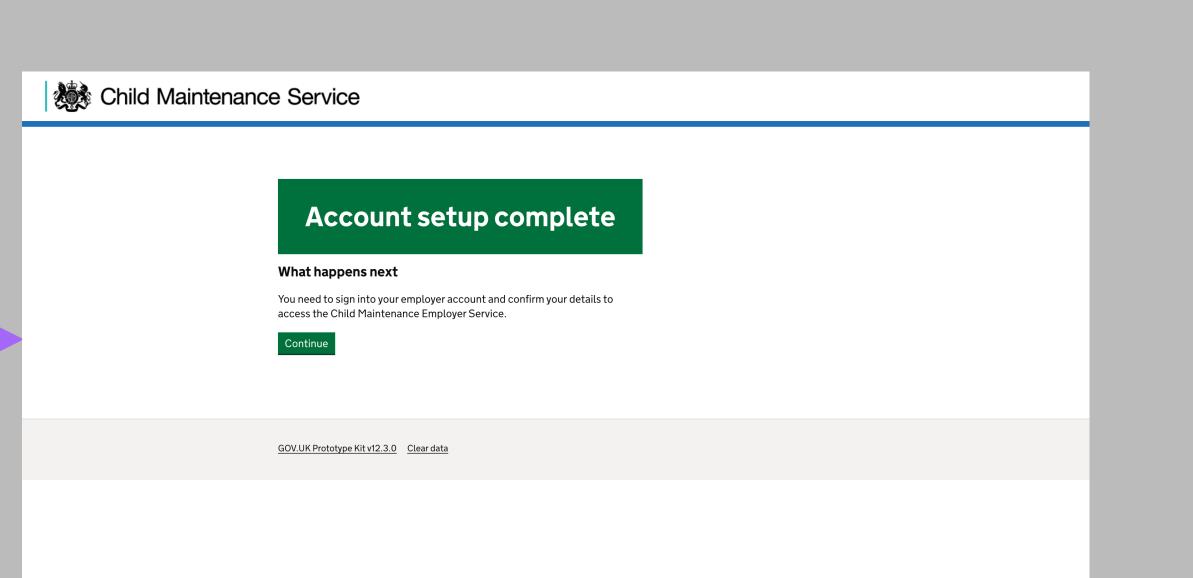
The contact creates a password, which they will use to sign into the service in future.



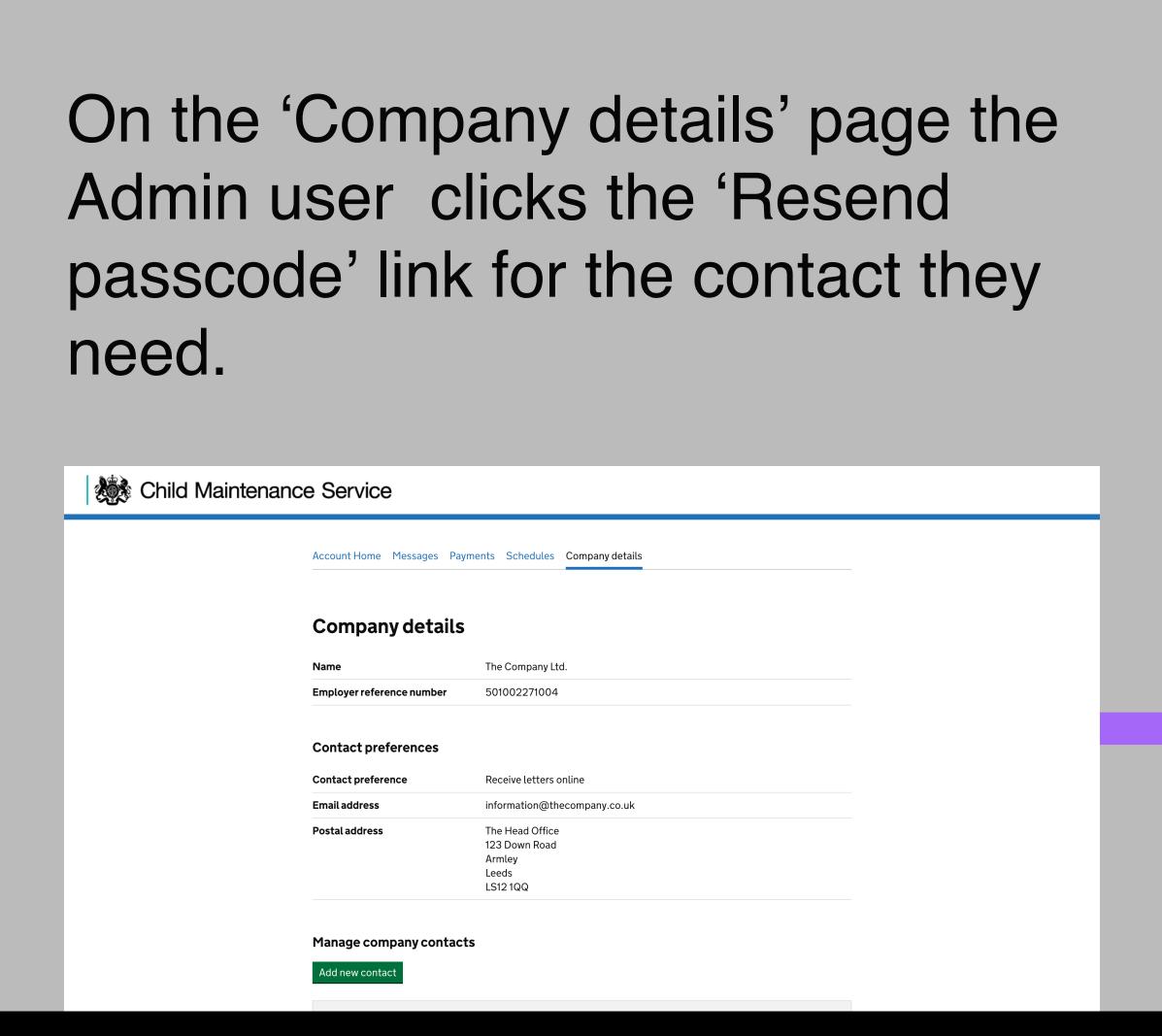
The user receives a system message that each employer account must have an administrator.



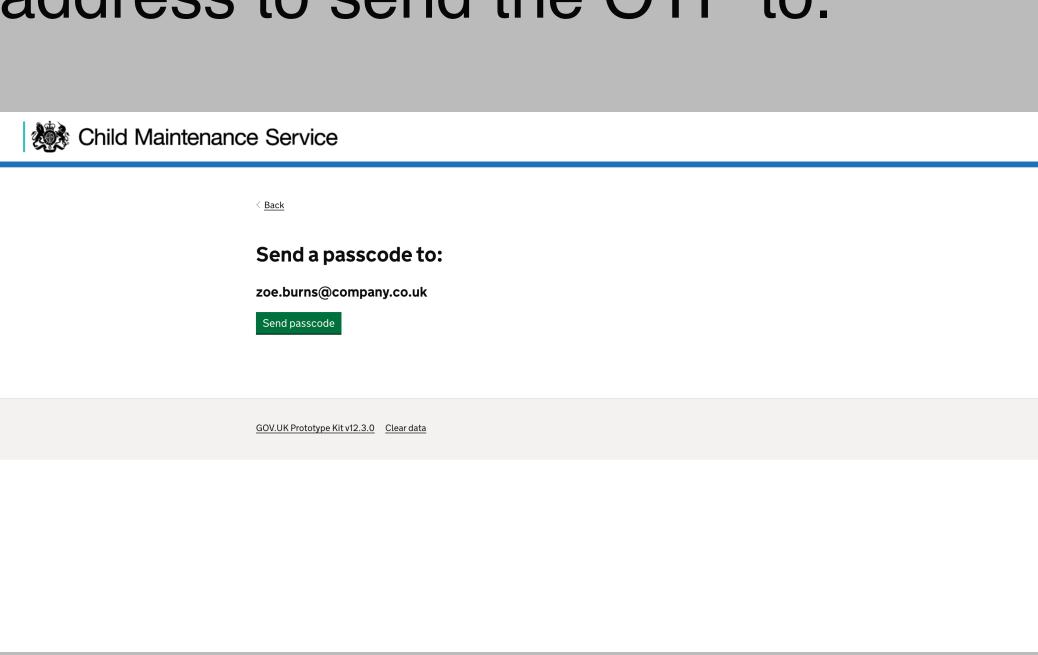
The user receives a notification that their account is set up and instructions to what will happen next



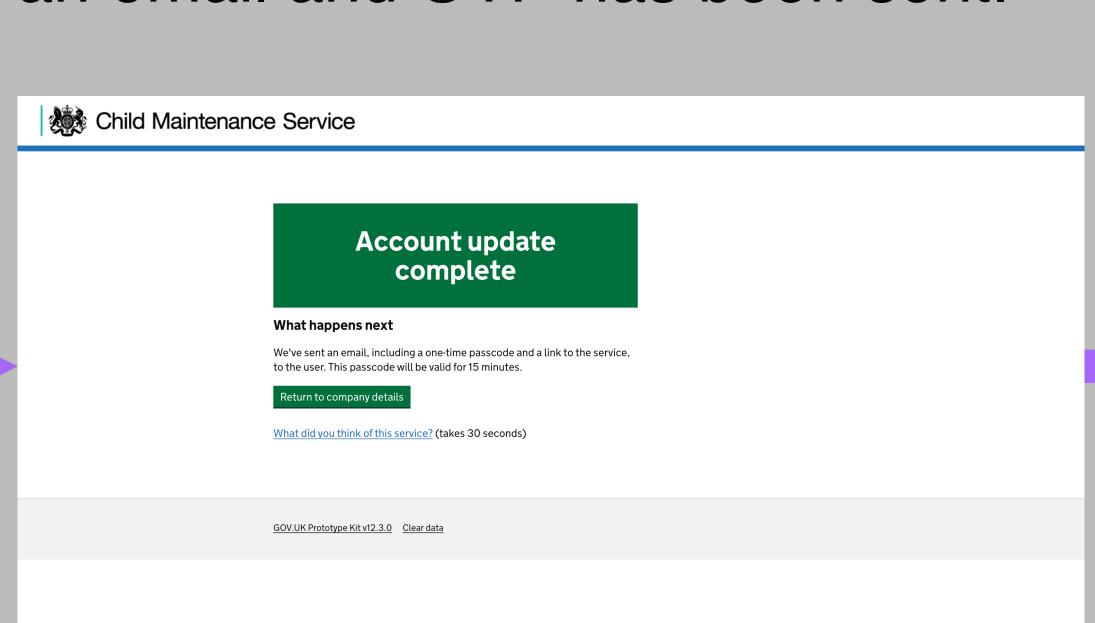
The Admin user resends an OTP from the Company Details screen - Part 3



The Admin user receives a message confirming the email address to send the OTP to.



The Admin user receives a 'Confirmation' screen advising that an email and OTP has been sent.



The Admin user retruns to the 'Company details' page.

```
Company details

Name The Company Ltd.

Employer reference number 501002271004

Contact preference

Contact preference Receive letters online

Email address Information@thecompany.co.uk

Postal address The Head Office 123 Down Road Armley Leeds Leds LS12 100

Manage company contacts

Add new contact
```