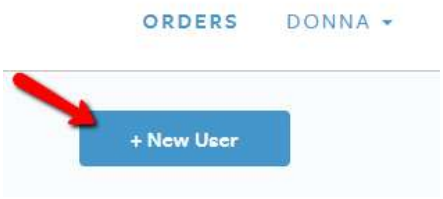
AccountChek

Setup:

Login to https://verifier.accountchek.com/login

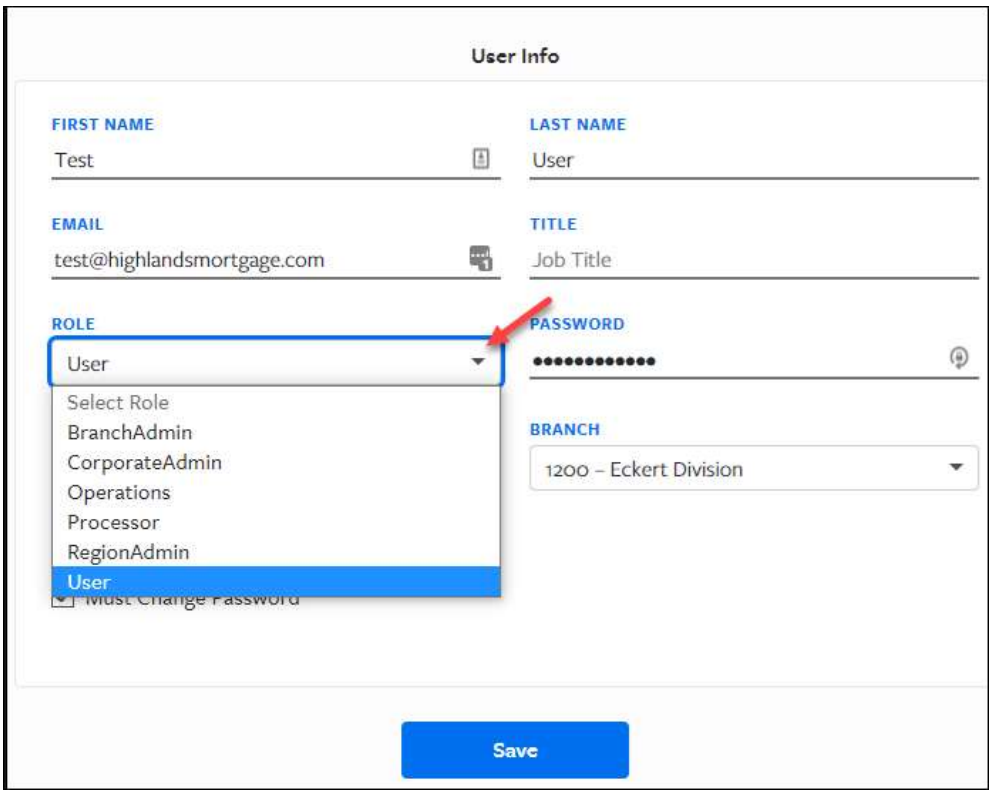
Click on “Name” from top right corner, select “Verifiers”

Click “+New User” button

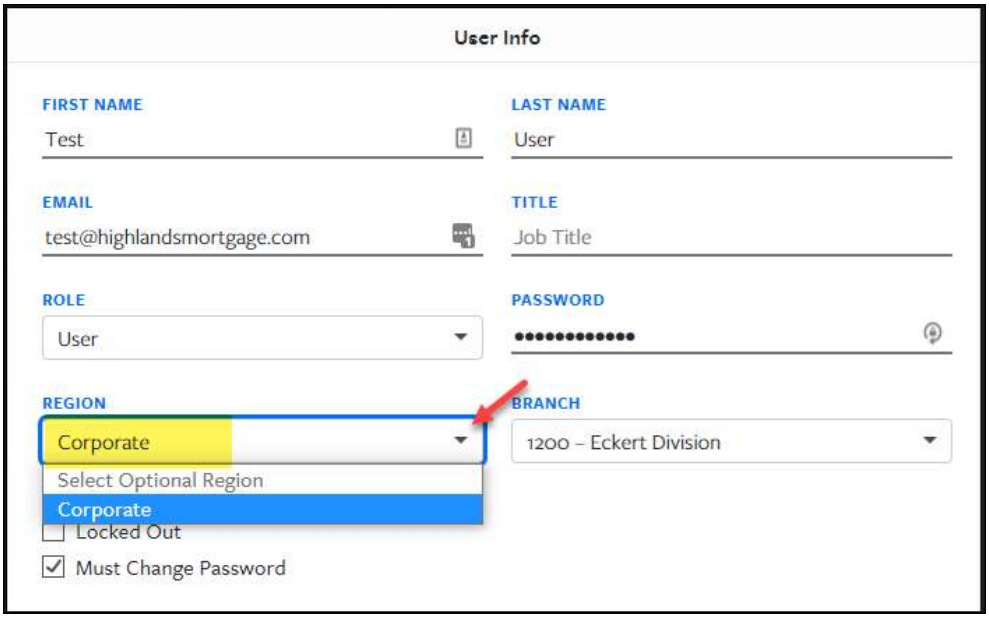


Enter “First Name”, “Last Name”, “Email”

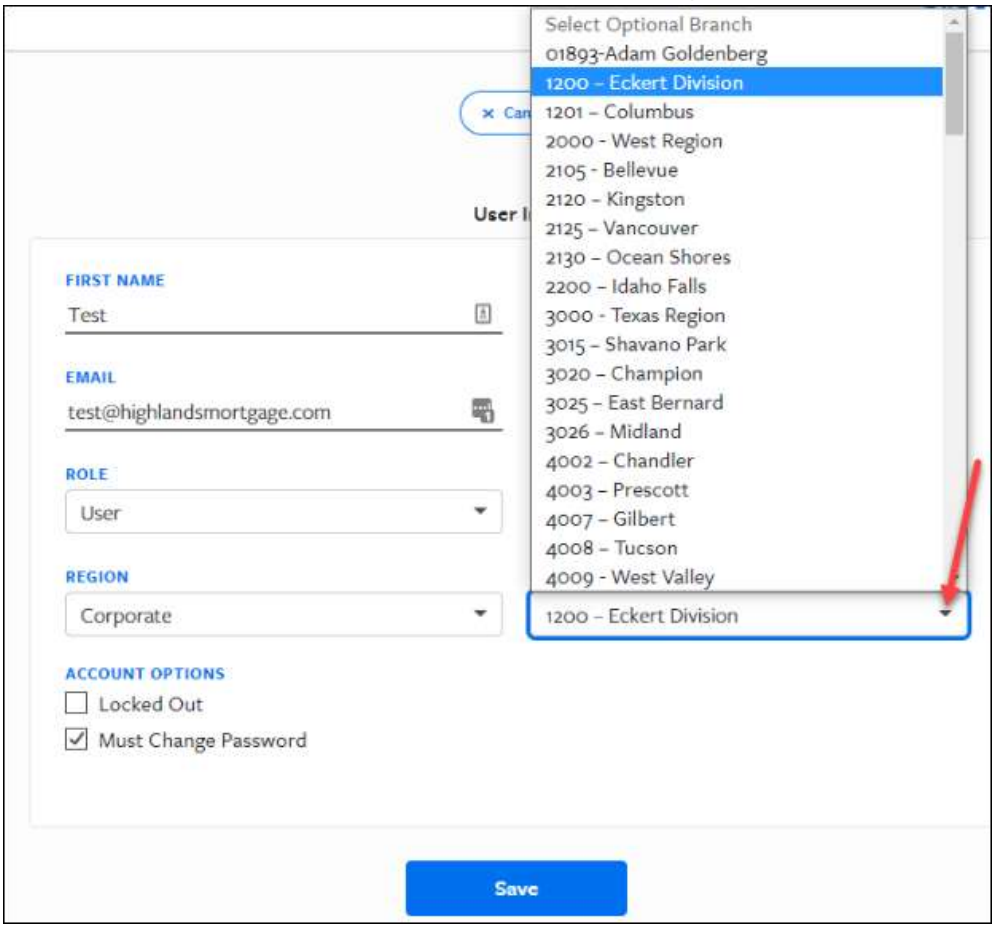
Select “Role From the Dropdown, see appendix “B”



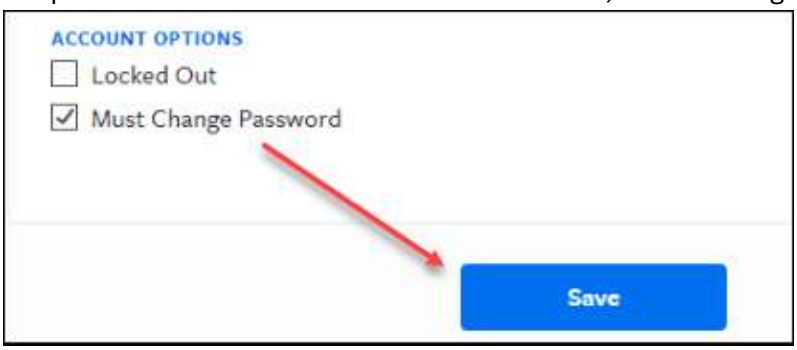
"Region" will always be "Corporate



“Branch” select branch where user is located from dropdown

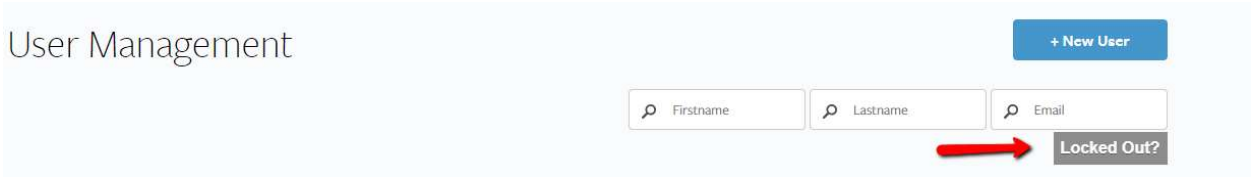


Set password to HRM default and check the box, “Must Change Password”, then click “Save”

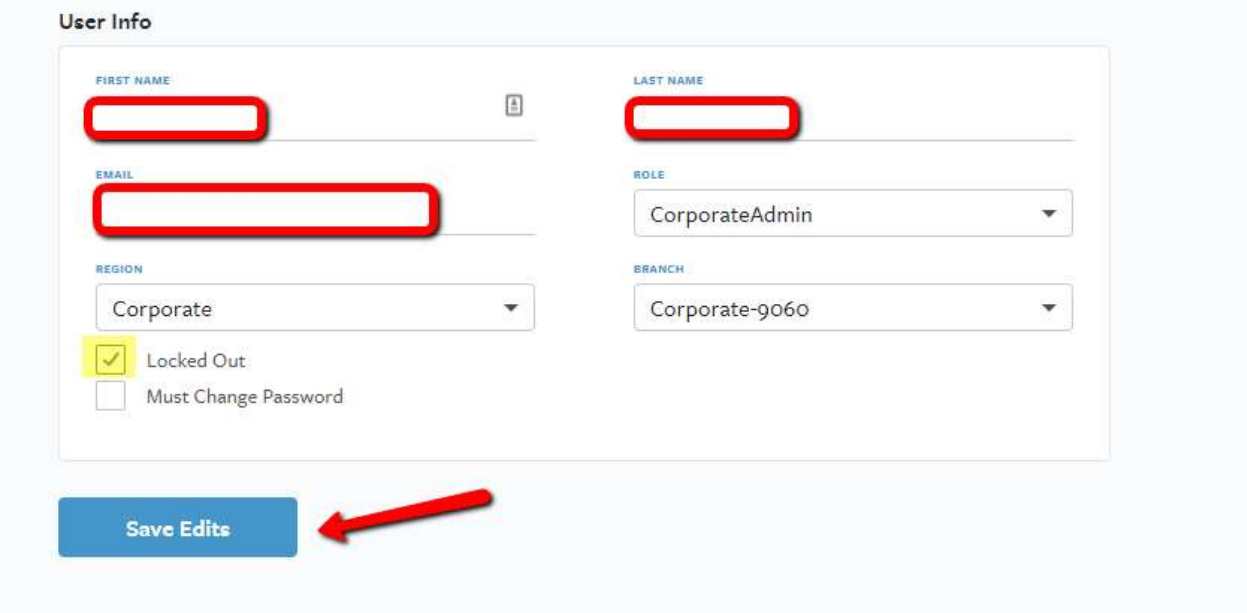


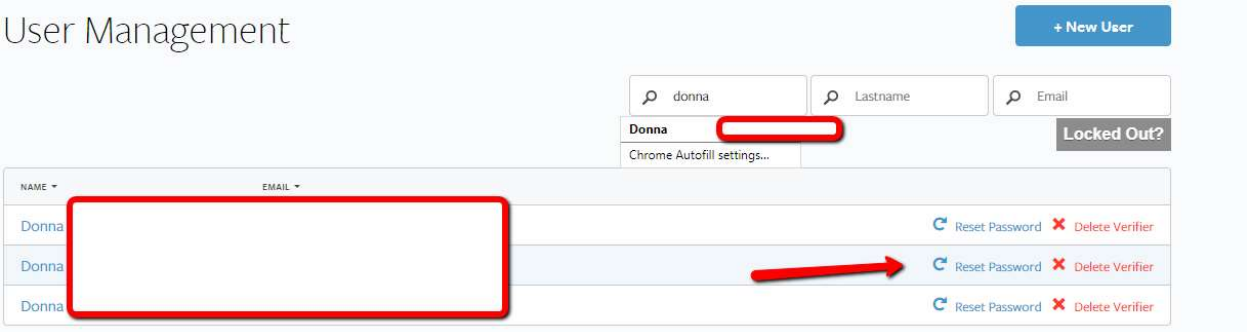
The user will receive an email from AccountChek with login information.

If user reports they are “Locked Out”, from “User Management” screen click “Lock Out?” button



Any locked-out users will appear in the list, double click on username and uncheck “Locked Out” box, and then “Save Edits”



After following [HIGHLANDS PASSWORD RESET POLICY]

Reset Password from “User Management”, search for user, then click “Reset Password” for user