

Resend account invitation email

Portal User Guide

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| Purpose |
| User Guide shows how to: Resend account invitation email in CMS Portal |
| Icon  Description automatically generated | Note:Account activation emails are only resent to users who have not previously activated their CMS Portal account. |
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1. From Home page screen, click: Organisation Administration

Organisation Administration screen displays:



1. Click: Resend Account Invitation Email

Resend User Activation Email screen displays:



1. Enter User email into User Email Address field.

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| Icon  Description automatically generated | Note:Error message displays if User is not from organisation or has previously activated account. |

1. Click: Search

Confirmation status message displays:



1. Click: Send

Confirmation message displays:



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| Icon  Description automatically generated | Note:User is sent email notification with account activation link. |