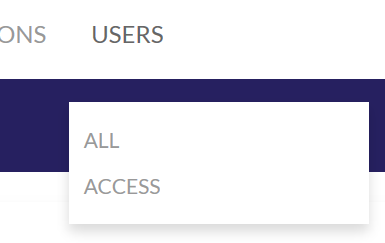
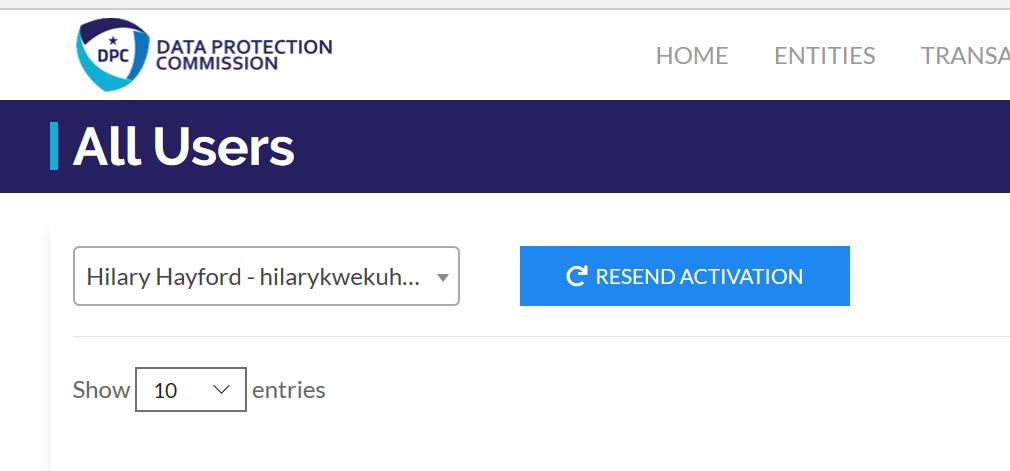
Resending Activation Link

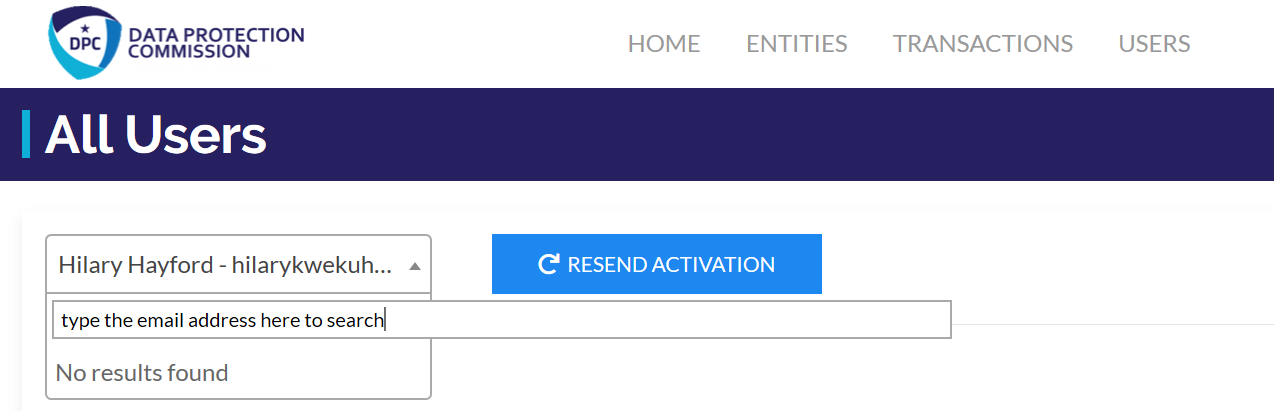
1. Longin as regulator
2. Click users



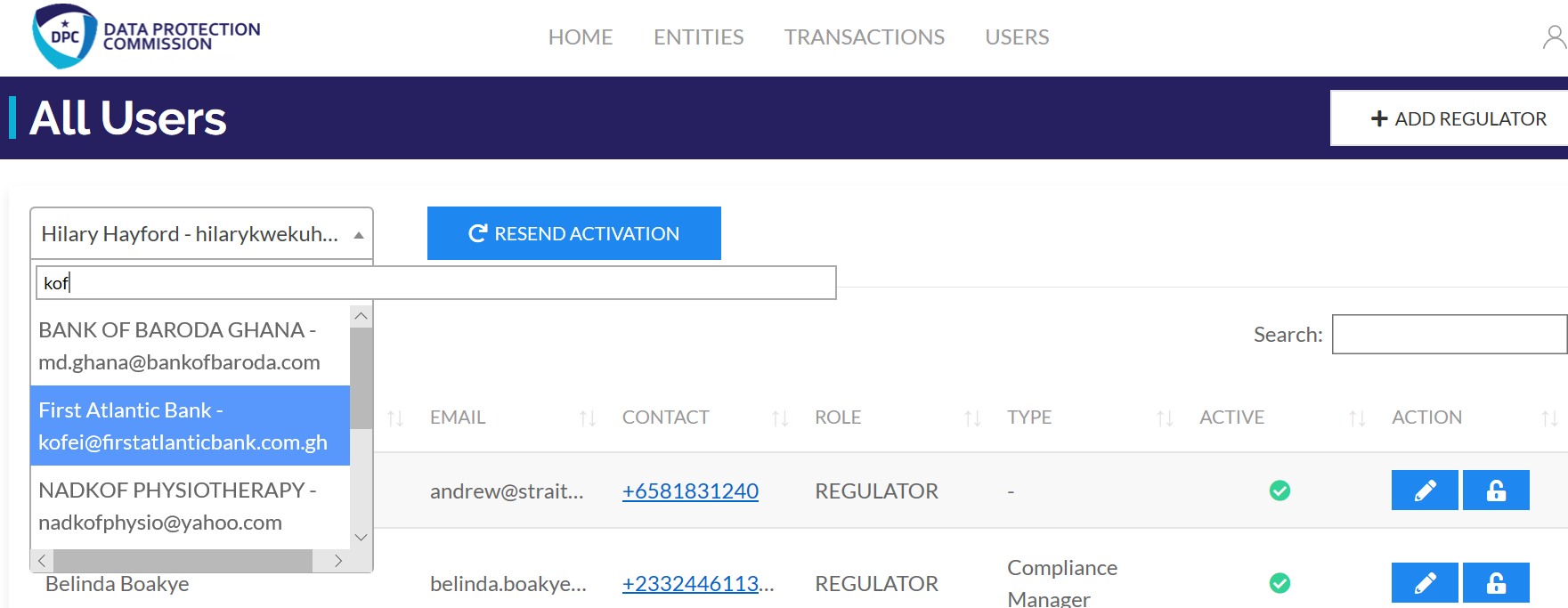
This will bring the screen below

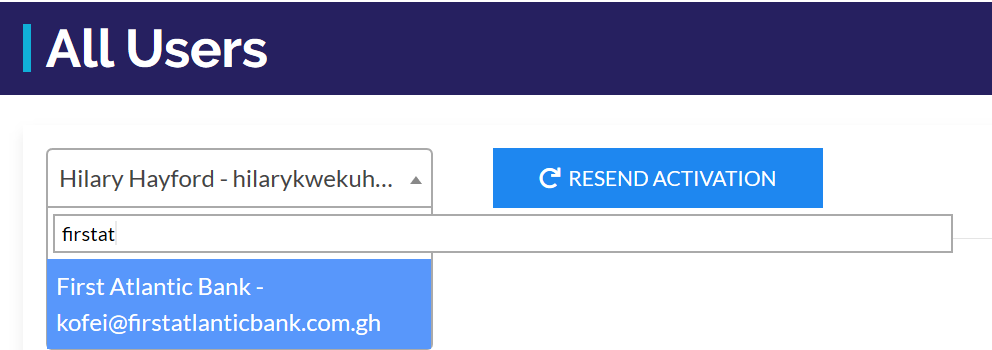


1. Click in the box with the name or email here

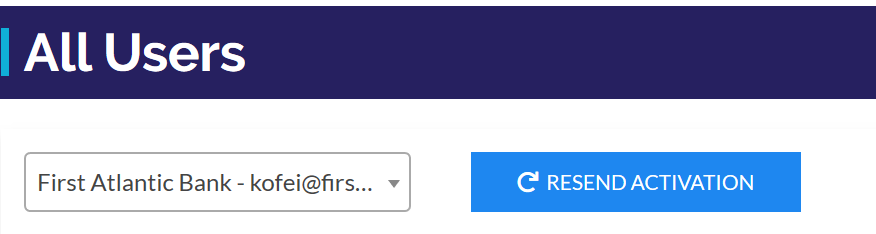


1. Start typing the name of the company or email address





1. Select the email address by clicking of the correct email address



1. Click Resend Activation link. An email will be sent the contact selected.



## You will need access to the regulators view to add a contact to a controllers Account . Access to Entities/Admin must be enabled before you can access the details

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# Adding a New Contact from Regulators view

Login to Regulators view

A screenshot of a cell phone

Description automatically generated

Click on ENTITIES and select ADMIN

A screenshot of a cell phone

Description automatically generated

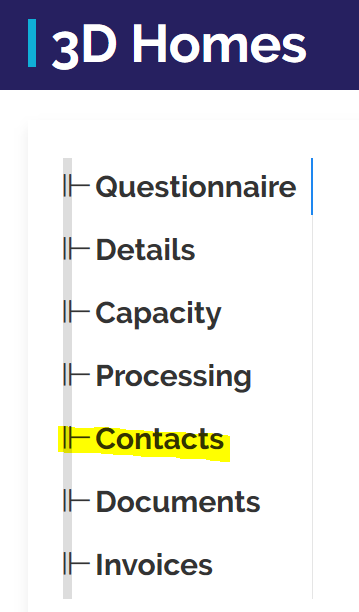
Search for Entity

A screenshot of a social media post

Description automatically generated

Click on the view icon 

Navigate to Contact section



A screenshot of a social media post

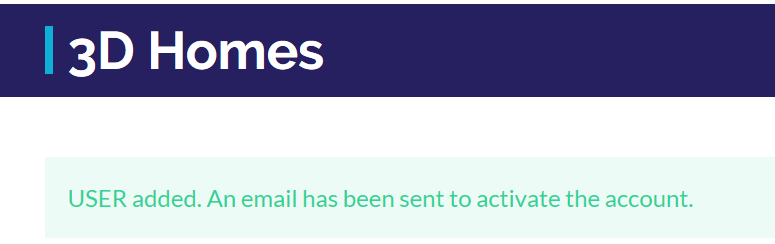
Description automatically generated

Click Add user to add a new contact. Complete the form and save.

A screenshot of a cell phone

Description automatically generated

An activation email will be sent to the new contact



## **Note:** You cannot delete the contact on behalf of the controller. They will need to do this when they login into their account