How to Reactivate a User %

1. Go to Admin > Users

My Nav		A ○ ★ # ▲ Ø Q ▼ Find a contact							
MY NAV CRM		MARKETING		E-COMMERCE		ADMIN			
Dashboard	Contacts	Contacts		Campaign Builder		E-Commerce Setup		Branding Center	
My Day	Companie	Companies		Email & Broadcasts		Orders		Billing & Account Info	
	Opportunities Referral Partners Visitors		Lead Generation Templates Legacy		Products		Users	Users	
					Actions	1	Imp Da	ata	
					Promotions		Data Clea	Data Cleanup	
						Legacy			
Edit	Reports	Settings	Reports	Settings	Reports	Settings	Reports	Settings	

Pro-Tip! By Default the filter will display "**Active and Invited Users**". Select "**Inactive**" from the drop down to quickly locate your User to reactivate .

	Ľ	Add Users Add Partner		
Search	Active or Invited	×		
50 • per page				
Email	Status	Permissions		
funinrain888@yahoo.com	Invited (resend Invitation	n) Edit Permissions		
funinrain888@yahoo.com	Active	Edit Permissions		
Search	Status	Inactive Active or Invited Active Invited	v	
0	 per page 	Inactive		
Email			Status	Permissio
JimmyWPardue@te		Inactive		
emily sedillo@infus	Inactive			

2. Click Users Name in Blue



3. Scroll Down > Click "Activate"

State	In this email					
Postal Code	Signature P					
Save Edit User Permission Activate						
Follow-Up Sequence Mail Accounts						