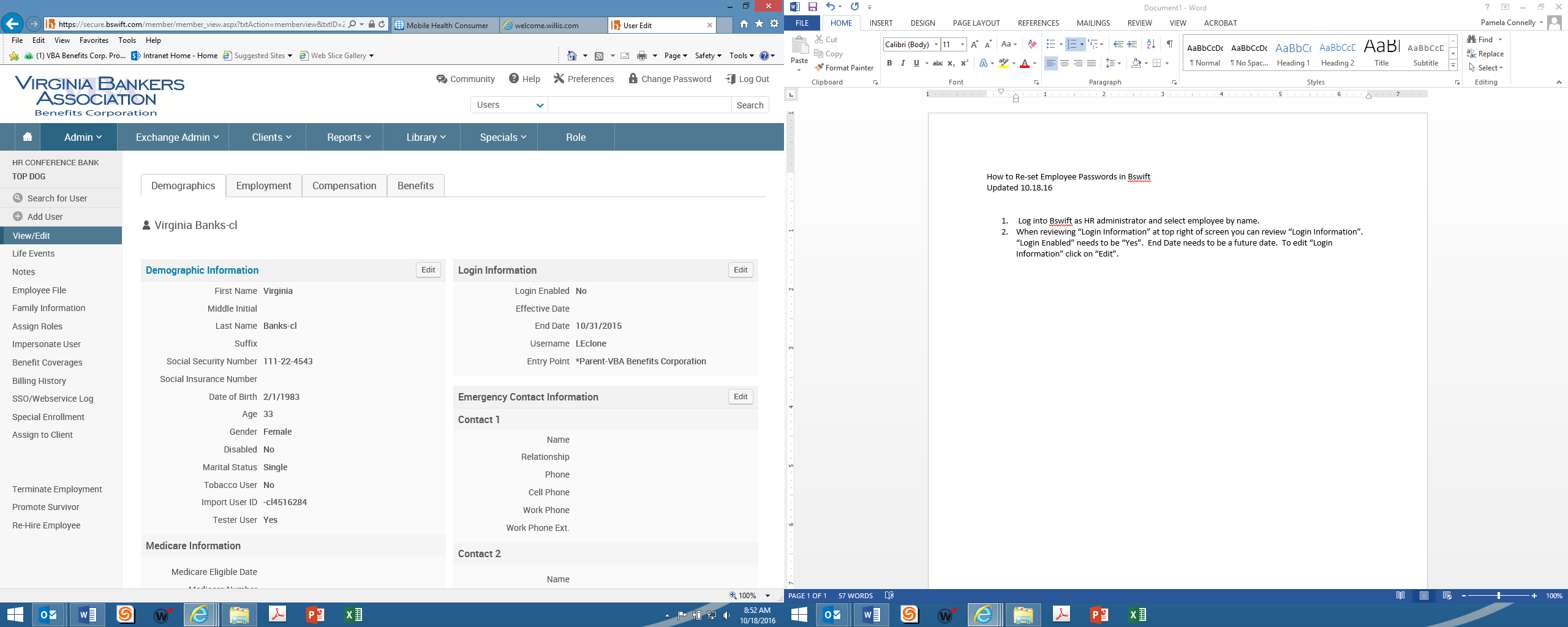
**How to Reset Employee Passwords in Bswift**

As a reminder, employee accounts will be disabled after three failed log in attempts.

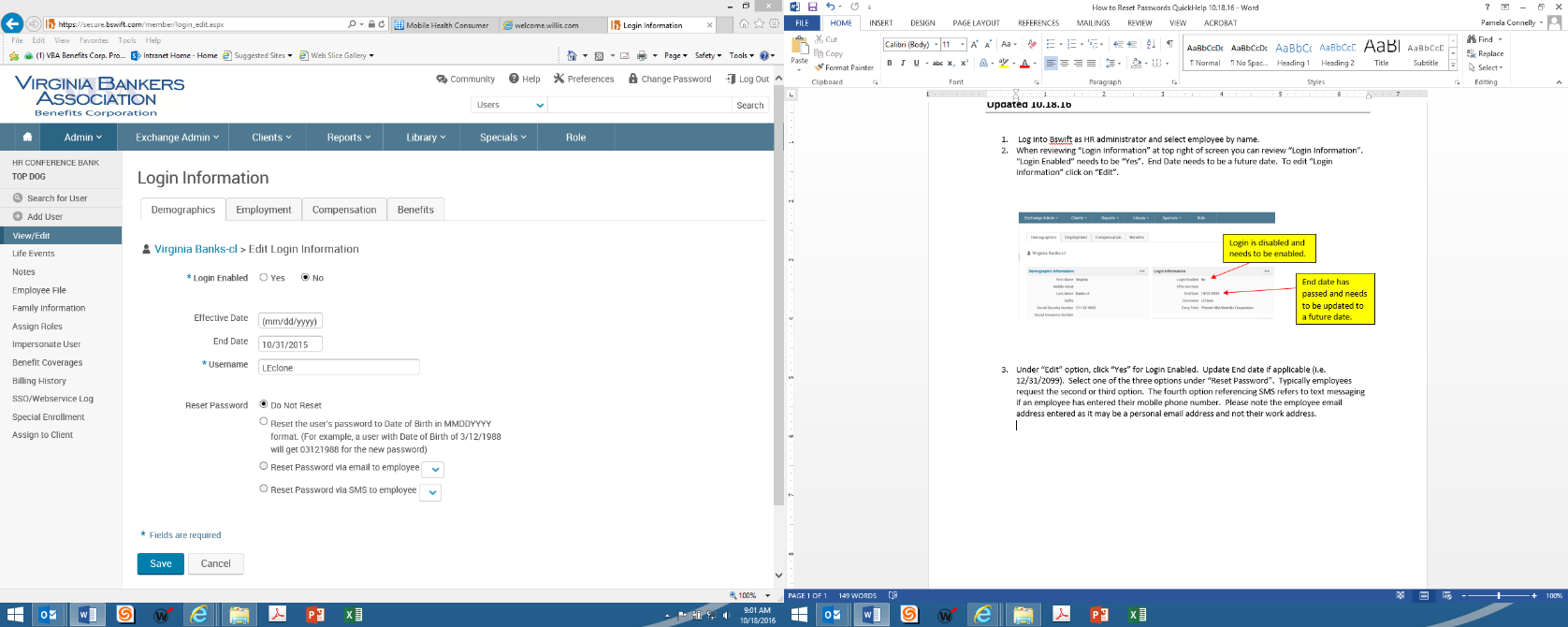
1. Log into Bswift as HR administrator and select employee by name under blue “Admin” tab.
2. Review Login Information at top right of screen under “Login Information”. “Login Enabled” needs to be set to “Yes” (employees will only have up to three attempts before the system will disable the login). “End Date” needs to be a future date. To edit Login Information click on “Edit”.



Login is disabled and needs to be enabled.

End date has passed and needs to be updated to a future date.

1. Under “Edit” option, click “Yes” for Login Enabled. Update “End Date” to a future date (i.e. 12/31/2099). Select one of the three options under “Reset Password”. The VBA typically uses the second or third option. The fourth option referencing SMS refers to text messaging if an employee has entered their mobile phone number. Please note the employee email address entered may be a personal email address and not their work address.



Select option to reset password.

End date has passed and needs to be updated to a future date.

Login is disabled. Select “Yes” to enable.

1. Select “Save” to apply changes.