

CREDENTIAL MANAGER

How to Resend an Invite to a User

When you create or import a user in the Safetrust Credential Manager they will be required to accept and verify their account via email or text. This invitation will expire after 72 hours. In the event that a user has not received their invitation or their activation link has expired, you can resend the email in these three simple steps.



Logon to Credential Manager

Begin by logging into your Safetrust account and navigate to the Pending Activations tab. Here is a table of all of your current users who have not yet accepted their invitation.

If you are looking for a particular user, you can either scroll through the rows or search for their username in the search bar.

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saferust					0 · 🔺 ·
Digital Assurance Pty Ltd	Pending Activation	ons			
	Filter				
Reporting		Receiver Enter recei	iver to filter		Search
Monitoring	Receiver		^ State	Email sent at	Action
eopie Peopie	+61422494381		Invitation Sent	07/13/2020 10:43 am	0
🖗 Sensors 🗸 🔻	example@example	e.com	Invitation Sent	09/30/2020 11:20 am	ø
identity Systems	jpatterson+qoi123	87894@safetrust.com	Invitation Sent	03/03/2021 02:01 am	σ
Pending Activations	jpatterson+1@sale	etrust.com	Invitation Sent	04/28/2021 07:08 pm	0
Account Profile Information	Showing 1 to 4 of 4 Show 25 0 4	total entries intries		p	nevious 1 Next
🚢 My Account					
License					
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Click on the icon in the action column

Once you have located the user, click the button in the action column of their row.

State	Email sent at	Action \Rightarrow			
Invitation Sent	07/13/2020 10:43 am	° 侯			
Invitation Sent	09/30/2020 11:20 am	2			
Invitation Sent	03/03/2021 02:01 am	3			
Invitation Sent	04/28/2021 07:08 pm	C			

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Resend invite

You have two options for resending the invitation. You can send an invitation with an automatically generated activation code from the system, or use a custom activation code email.

Once selected, click the **Resend** button to finish.

