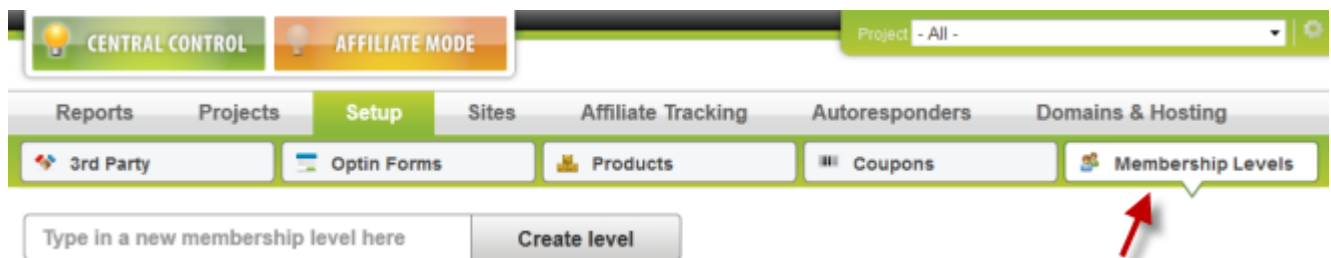


# How to Resend the Password to Your Member

Has one of your member's lost their password? Simply send them a new one. Here is how...

**Step 1:** Go to the "Setup" tab and click "Membership Levels".

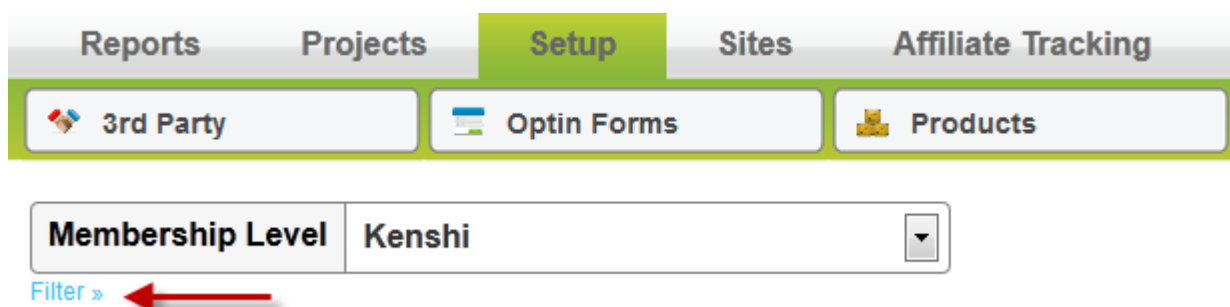


**Step 2:** Click "Manage Members" button.

Membership Level	Members	
Roshi	1	<input type="button" value="Manage Members"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Senpai	0	<input type="button" value="Manage Members"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Kenshi	105	<input type="button" value="Manage Members"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Free78	0	<input type="button" value="Manage Members"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

A red arrow points to the 'Manage Members' button for the 'Kenshi' membership level.

**Step 3:** If you cannot find the name of your member, click "filter" to expand the search box.



**Step 4:** Type in their name or email inside the box, then search.

Reports Projects **Setup** Sites Affiliate Tracking Autoresponders

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Membership Level Kenshi

tanyafhq@fastestcheckout.com In »» Valid members only Search

**Step 5:** Click your customer's name or the "Edit" button to activate the "Member Manager" information box.

Member Name	Joined Date	Expire Date	
 tanyafhq@fastestcheckout.com tanyafhq@fastestcheckout.com	Aug 23, 2012	Lifetime	 Edit  Delete



**Step 6:** Inside the "Membership" tab, choose the membership site that you would like to resend the password to. Then click "Send" to send out a password to this customer.

Member manager

Tanya hart Payment Product **Membership** Opt-in Email delivery Comment

**Resend Password**  
Fusion Dojo Training Send

**Add Membership Level**  
EFT Level 1 Add

Membership Level	Joined Date	Expire Date	Edit	Delete
Kenshi	Aug 23, 2012	Lifetime		

**Step 7:** The log in email will be sent to the registered email account of your members.

From FusionDojo <resetpassword@fusionhq.com> ☆  
Subject **Password for Fusion Dojo Training**  
Reply to support@fusionhq.com ☆  
To tanyafhq@fastestcheckout.com ☆

Dear tanya,

Here are your login details for Fusion Dojo Training  
You can login at <http://www.fusiondojo.com/restricted>  
Username : [tanyafhq@fastestcheckout.com](mailto:tanyafhq@fastestcheckout.com)  
Password : ~~12345678~~

Thanks  
L.Jay