



Sage E-marketing for ACT!

Account and User ID Password

Setting up your Passwords:

The first step for setting up your Sage E-Marketing for ACT! Account is setting up an Account Name, User Id, and Password.

The following picture shows the Sage E-marketing for ACT! Sign up, numbered with corresponding explanations.

Set Up Your Sage E-Marketing Account.

Account Information



1	Account Name:	<input type="text" value="SPtest"/>	?
	User Name:	<input type="text" value="test1"/>	?
2	Password:	<input type="password" value="••••••"/>	?
	Verify Password:	<input type="password" value="••••••"/>	

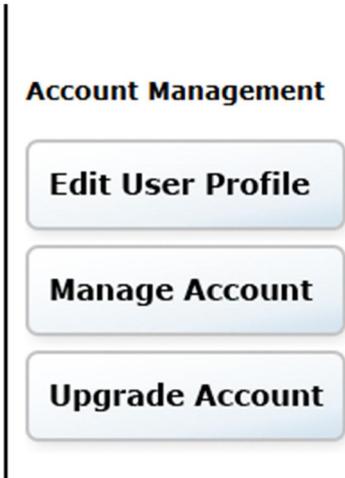
1. Account name and User Name: Enter what you would like your Account Name and User Name to be that you will login with. Your Account Name will be used by every user on the Account, and *cannot contain spaces or special characters*.

2. Password: The password you enter here will be your Account Password (used to manage service levels and access Account Reports), as well as your User Name Password. A User Name Password is assigned to each different user name on the account, and is used to login to a specific users profile (each additional user must have a password to access his/her specific profile).

Changing your Passwords:

To change the Account Password, you must contact Sage E-Marketing for ACT! At 866-903-0006.

To change your User Name Password, you can login to your account, and click on **Edit user Profile**+to change your User Name Password.



You will then click on **Password**+which will bring you to this page.

Sage E-marketing Profile Components



UserID Password
Enter your password information below:

Change Your Password

Current Password:

New Password:

Confirm New Password:

Enter your current User Name Password, then enter your New Password, and Confirm New Password by entering it again. You should see the following message appear, **Your Password was successfully Changed,**+as displayed in the following image.

UserID Password

Enter your password information below:

Change Your Password

Your Password was successfully Changed

Current Password:

New Password:

Confirm New Password:
