

# Password Reset Procedure for Admin Users and Recipient Contacts

1

User Management Interface showing user details for Lisa Test. The "Send Login Info" button is highlighted.

Click the "Send Login Info" button.

2

Confirmation dialog box: "Ready to send these instructions?". The "Send" button is highlighted.

Click the "Send" button.

3

Web browser page: p3tips.com/setup/. The "Set or Reset My Password" button is highlighted.

Copy and paste [www.p3tips.com/setup](http://www.p3tips.com/setup) into web browser.

4

Email message from "Account - Crime Stoppers" containing the P3 Password Set/Reset Code: 324108.

Reset Code Sent via email

Text message from 738-477 containing the P3 Password Set/Reset Code: 324108.

Reset Code sent via Text

5

Authentication screen: "Please enter the code that was sent to \*\*\*-\*\*\*-6356 and emailed to your account." The "Continue" button is highlighted.

Enter 2FA code.

6

Your P3 Password screen: "Please provide the email address and a new password to access your tips in P3 for Account - Crime Stoppers." The "Save Password" button is highlighted.

Set new password.