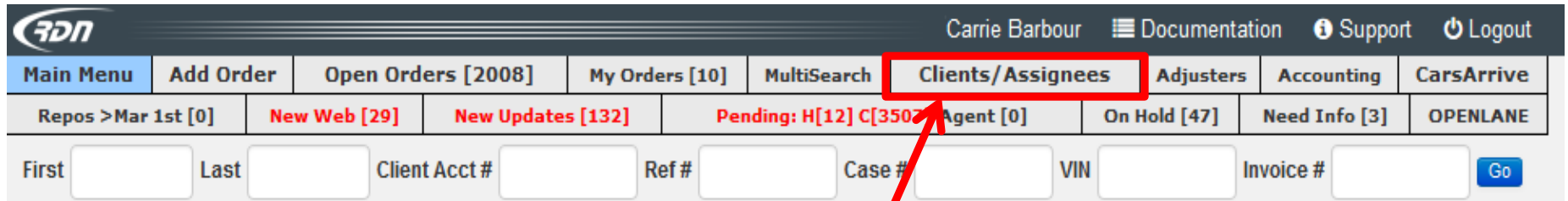




# Changing a password

Please follow the steps below to change your password.



The screenshot shows the RDN web application interface. The top navigation bar includes the RDN logo, user name 'Carrie Barbour', and links for 'Documentation', 'Support', and 'Logout'. Below this is a main menu with items: 'Main Menu', 'Add Order', 'Open Orders [2008]', 'My Orders [10]', 'MultiSearch', 'Clients/Assignees' (highlighted with a red box), 'Adjusters', 'Accounting', and 'CarsArrive'. A secondary menu shows various status counts: 'Repos >Mar 1st [0]', 'New Web [29]', 'New Updates [132]', 'Pending: H[12] C[3507]', 'Agent [0]', 'On Hold [47]', 'Need Info [3]', and 'OPENLANE'. At the bottom, there are search fields for 'First', 'Last', 'Client Acct #', 'Ref #', 'Case #', 'VIN', and 'Invoice #', along with a 'Go' button.

Select "Client/Assignees".

# Changing a password

Locate the Client and select the "People Icon".

[Add New Entity](#)   [Clients](#)   [Lienholders](#)   [Police Dept's](#)   [Auctions](#)   [Transport Co](#)

[Client List W/ Count](#)   [Show GLOBAL clients](#)

= Client OPEN Orders   = Client Details;   = Client ASSIGNEES Details

Orders	Name	Address	Phone
View Cases	,		
View Cases	,		
View Cases	1 ABC, AUSTIN 1234 RDN Place	Austin TX 78736	
View Cases	1 ABC, SAN ANTONIO 1234 RDN Place	Austin TX 78736	2132012100
View Cases	1 RDN Demo Inc, LLC, 123 Main Street St	Big City Country AZ 85701	666-555-7700

# Changing a password

Select the "Assignee ID" you wish to edit.



[Add New Assignee](#)

Viewing Assignee List ( )							
Orders	ID	First Name	Last Name	Email	Ext	Active	
[Open: 0]	947816	Carrie	Babba			YES	
[Open: 2]	621124	Carrie	Barbour	cbarbour@openlane.com		YES	
[Open: 0]	760003	Jane	Books	books@books.com		YES	
[Open: 0]	954022	Travis	Gross			YES	

# Changing a password

## Basic Information:

First name:	<input type="text" value="Jane"/>	Username:	<input type="text" value="RdNUser4268"/>
Last name:	<input type="text" value="Books"/>	Password:	<input type="password"/>
Extension:	<input type="text"/>	Confirm Password:	<input type="password"/>
Direct Line:	<input type="text"/>	<input type="button" value="Generate"/> <input type="checkbox"/> Show Password	
Fax:	<input type="text"/>	Location:	<input type="text" value="NOM"/>
E-mail:	<input type="text" value="books@books.com"/>	Manager:	<input type="text" value="Any"/>
Short Name:	<input type="text"/>	<input type="checkbox"/> Require Manager Approval Before Repo	
<input type="checkbox"/> Use 2FA			
			<input type="button" value="Next Login"/>

Enter and confirm your new password  
OR  
Select "Generate" to have a password  
generated for you.

Allowed IP Addresses:

Scroll down and select "Submit" to update your new password.

# Questions??

**If you have any questions, please contact RDN Support at  
817-204-0298, option 1, or via email: [support@recoverydatabase.net](mailto:support@recoverydatabase.net).**

