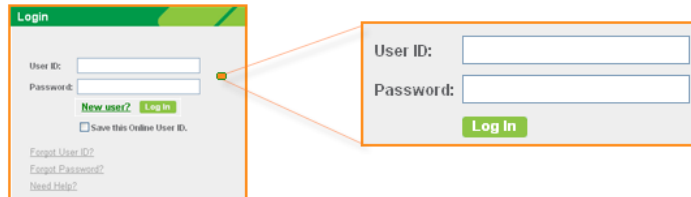


Activate New GrangeAgent.com User Help

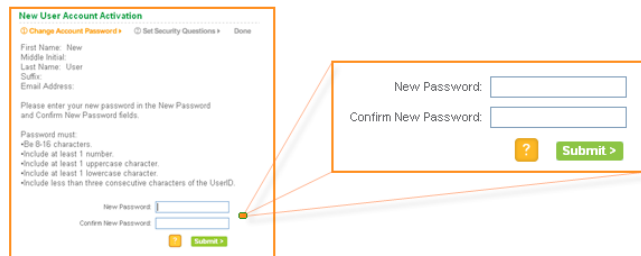
- Step 1:** User will receive two emails
- One with User ID
 - One with your temporary password

From	Subject
GrangeAgent.com	GrangeAgent.com User Activity Notice
GrangeAgent.com	GrangeAgent.com User Activity Notice

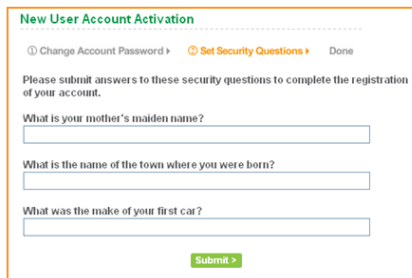
- Step 2:** Log on GrangeAgent.com with your user ID and temporary password.



- Step 3:** Enter and confirm a new password for your account.



- Step 4:** Answer each of the three security questions.



- Step 5:** Activation is completed.
- Click 'Click to Continue' to access GrangeAgent.com

Your answers to the security questions have been saved. Please use your new password the next time you log on GrangeAgent.com.

[Click to continue >](#)

- Step 6: (For Principals and Administrator):**

- To create and manage user accounts for your office staff in Grangeagent.com
- In the left navigation select 'Your Agency' then click 'Grange User Access'
- For additional help creating new users, [click here to view the Grange User Access Guide.](#)