



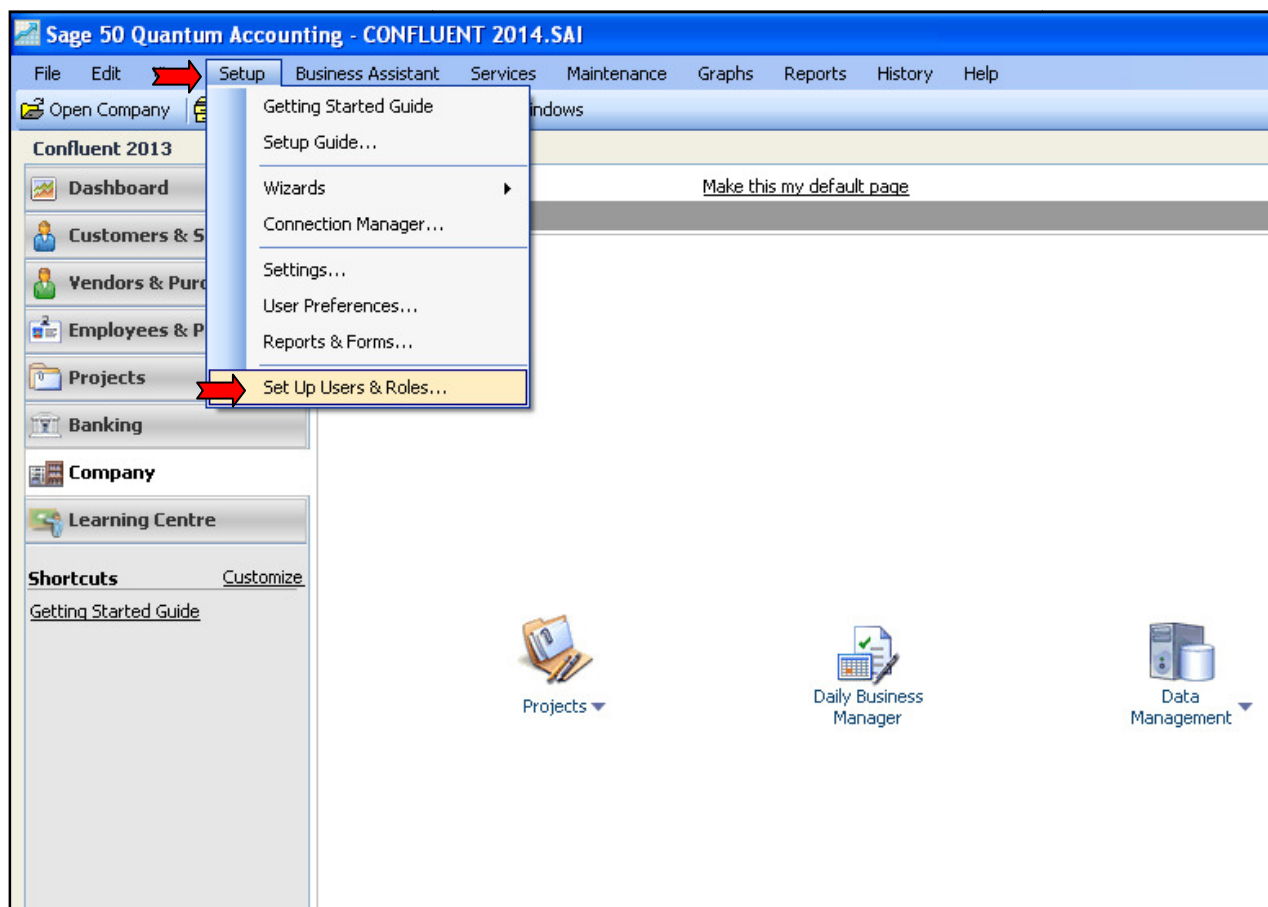
Foursquare Gospel Church of Canada

9.00 SETUP USERS & PASSWORDS

Each user should be setup with their own user name and password.

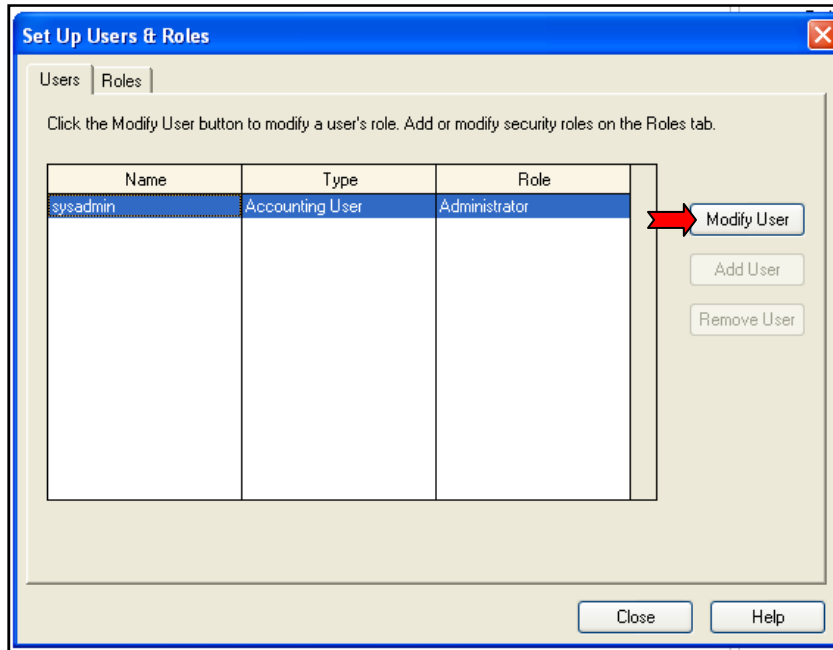
****Very Important:** please record passwords in a location that you will remember. If the password is lost there is no way to reset it other than contacting the national office to request a password reset from Sage Accounting.

System Administrator: before user accounts can be set up the system administrator will need to be set up.



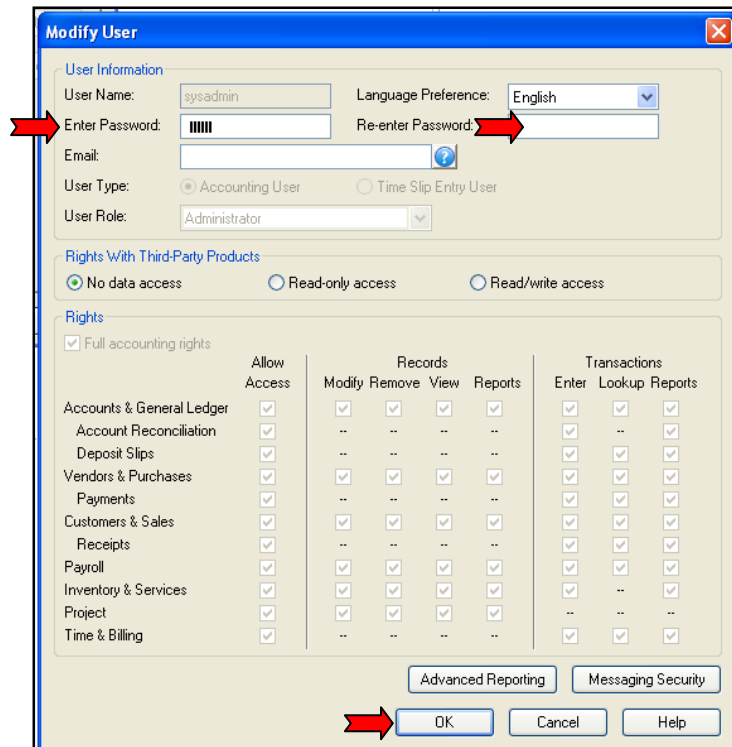
The following window will appear:

- Select Modify User



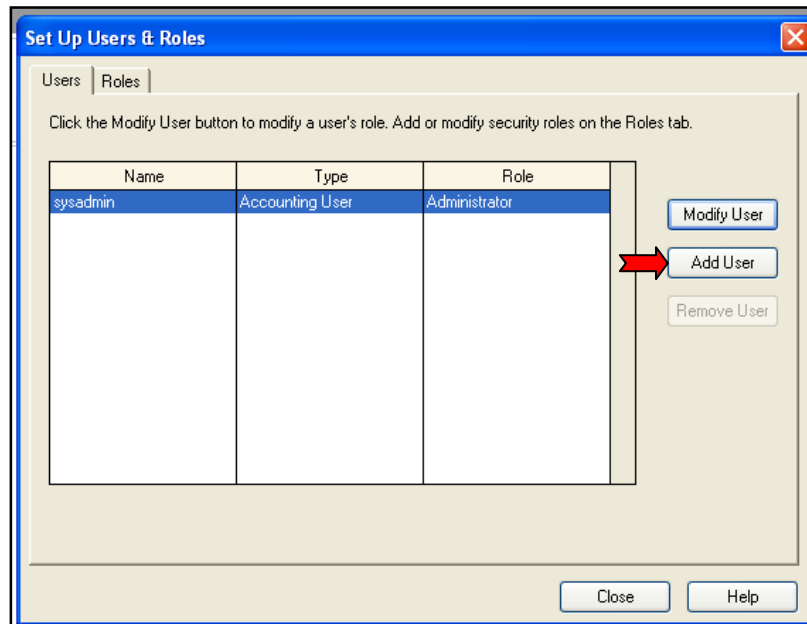
Create password – Reenter Password:

- Click OK



Add Users:

- Click on Add User



On the following screen:

- **User Name:** enter first name of person
- **Password:** enter password – reenter password
 - o Click OK

