What's New in ESP

2020-08-19 - Jennifer S - What's New in ESP

ESP Login Updates

- Simplified Login Process
- Improved Password Recovery

CRM Updates

- Ability to Flag an Address for Billing

Simplified Login Process

The ESP login process has been simplified. Previously, users needed to enter their ASI number, username, and password. Now, users can enter either their username or email address associated with their account followed by their password.

Log in

Username or email

Username or email

Password   Forgot your password?

Password

☑ **Keep me logged in**

Log in

Need a license? • Trouble logging in?

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Improved Password Recovery

If you have forgotten or need to reset your password for ESP, click on the "Forgot your Password?" link.

Enter the email address associated with your account and then click on the "Send Reset Link" button.

After receiving the password reset email and clicking on the link within, you will be directed to the password reset page. On this page, you will be able to enter a new password for ESP. As you type, the password requirements will automatically validate the information. Passwords must be between 8 to 25 characters long and contain a combination of letters and numbers. The supported special characters are listed and you will be alerted if an unsupported character is entered. Retype the new password in the second box. If the passwords match, you will be able to click on the Submit button.

Create a new password

Type in a new password for your account. Note that you can't reuse your old password once you change it.

New password

[New password   👁]

- 8-64 characters
- Contains both alpha and numeric characters
- Supported special characters: ~`!@#$%^&*()_+-=[]{}|,.<>/?

Retype new password

[Retype new password   👁]

[Submit]

Ability to Flag an Address for Billing

In CRM, you are now able to designate a specific address for billing. In the Address Book for the Customer, when editing an existing address; or entering a new one, use the checkbox at the bottom to flag the address as the main billing address.

After making this selection, the address will be displayed with the "Billing" flag in the customer's record.

ABC Company
Customer
Record Owner: Jan Ripley Created By: Jan Ripley

| About | Address Book | Notes | Emails | Orders | Presentations | Designs | qb |

📖 Address Book   ➕ Add Address

Jan Ripley `Primary`   ☑ Edit   🗑 Delete

3000 Street Rd
Bensalem, PA 19020
United States

Accounting `Billing`   ☑ Edit   🗑 Delete

4800 Street Rd
Feasterville-Trevose, PA 19053
United States
8005461350

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