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What's New in ESP

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ESP Login Updates

- Simplified Login Process
- Improved Password Recovery

CRM Updates

Ability to Flag an Address for Billing

Simplified Login Process

The <u>ESP</u> 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 Password Password Compassword? Compasswor

Improved Password Recovery

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

esp	
Log in	
Username or email	
ESPUsername	
Password	Forgot your password?
	٢
Keep me logged in	
	₋og in
Need a license?	Trouble logging in?

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



Forgot your password?

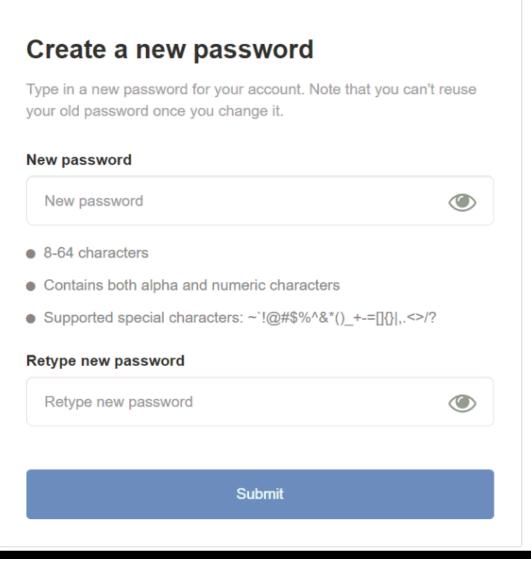
Email

espuser@email.com

Send Reset Link

Go back to Log in

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.



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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.

Add Ad	ldress			>		
Name *						
Accour	nting					
Address	×					
4800 S	treet Rd					
Address	2					
City		State/Provi	nce	Postal Code 🥹		
Feaste	rville-Trevose	PA	•	1 9053		
County						
Bucks	County					
Country						
United	l States			~		
Phone						
+ 1 •	8005461350					
	this my primary address this my billing address					
				Cancel Save		

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

	ABC COI Customer Record Owner: Ja		-	Jan Ripley					
About	Address Book	Notes	Emails	Orders	Presentations	Designs	Ф		
Address Book						+ Add Address			
Jan Ripley	Primary							C Edit	Delete
3000 Stree Bensalem, United Sta	PA 19020	_							
Accountin	g Billing							C Edit	Delete
4800 Stree									
	e-Trevose, PA 1905	53							
United Stat	50								

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