

# How to Email Entity Contact Login

The email of the contact login credentials contains the User Name, Password, a link to the i21 application and a link to the Help Desk training videos. Note that SMTP Email Settings should first be configured to be able to send emails (see [How to Setup SMTP Email Settings](#) for instructions)

IS

iRely Software

Beth DelaPaz

iRely LLC Demo Environment Portal Login Credentials

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User Name: [beth.delapaz@irely.com](mailto:beth.delapaz@irely.com)

Password: 1234

Please login thru: <http://bethnuc/1830Dev/login?company=01>

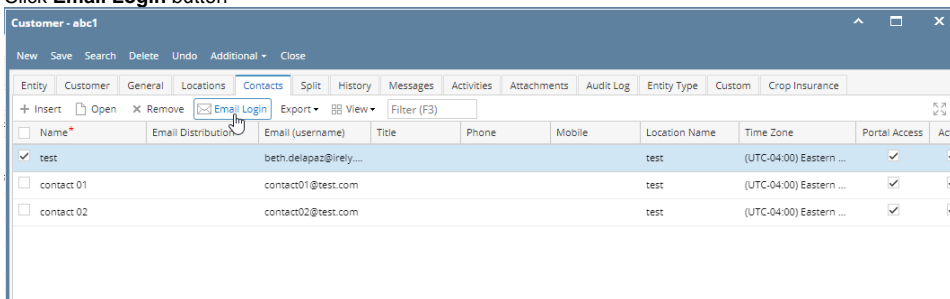
Check out the following Help Desk training videos: <http://help.irelyserver.com/display/DOC/Help+Desk+Tutorials>

Disclaimer: Portal access requires Google Chrome. Please download here (<https://www.google.com/chrome/>) if you do not have chrome installed.

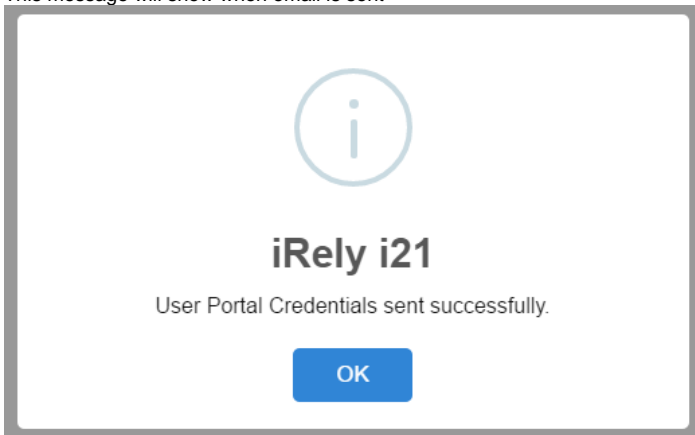
iRely LLC Demo Environment  
1 - (800) 433-5724  
<http://www.irely.com>

## From Entity Contacts Tab List:

1. Open an existing Entity record
2. Navigate to **Contacts** tab
3. Click **Email Login** button



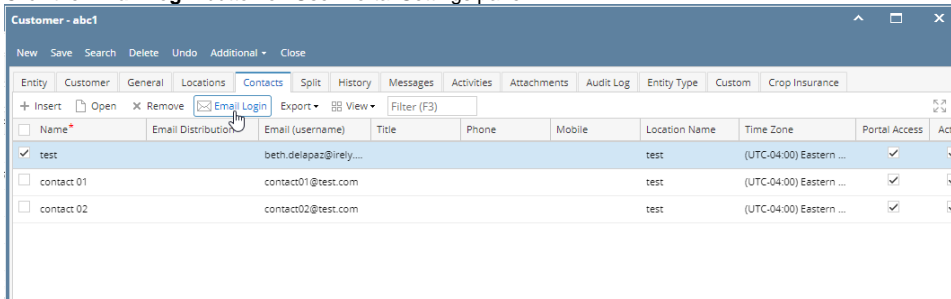
This message will show when email is sent



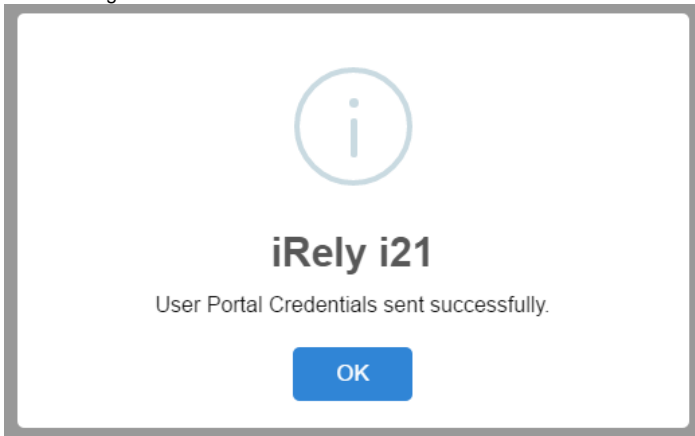
## From Entity Contacts Screen:

1. Open an existing Entity record
2. Navigate to **Contacts** tab
3. In the grid area, select the contact then click on the checkbox.

4. Click the **Email Login** button on User Portal Settings panel

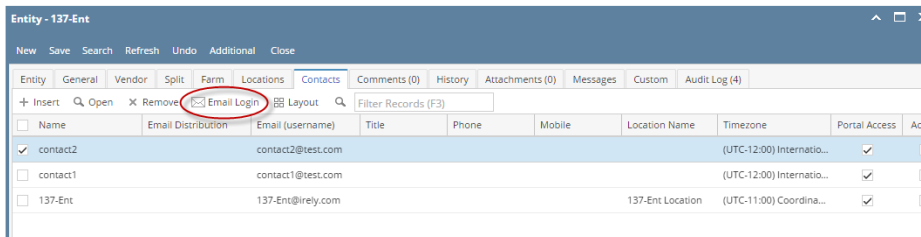


This message will show when email is sent

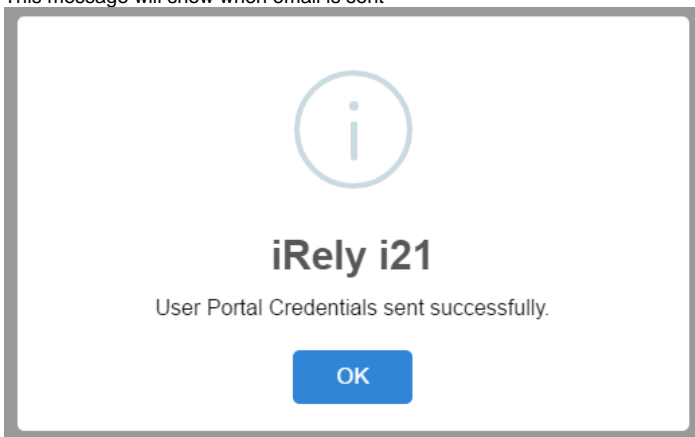


**From Entity | Contacts Tab List:**

1. Open an existing Entity record
2. Navigate to **Contacts** tab
3. Click **Email Login** button



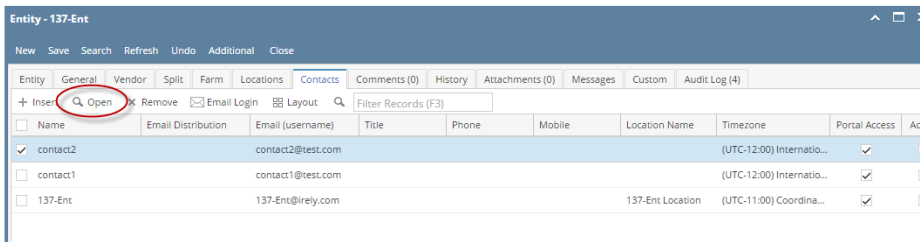
This message will show when email is sent



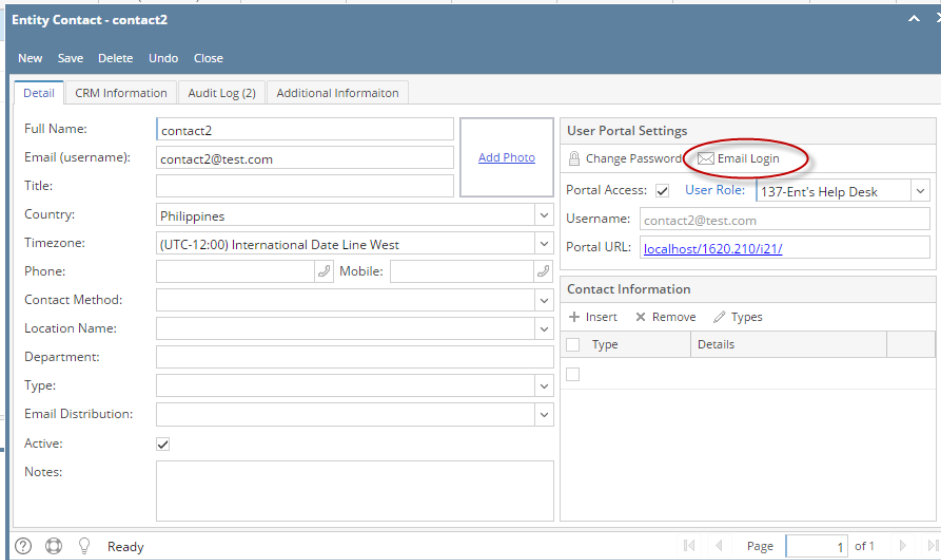
**From Entity | Contacts Screen:**

1. Open an existing Entity record
2. Navigate to **Contacts** tab

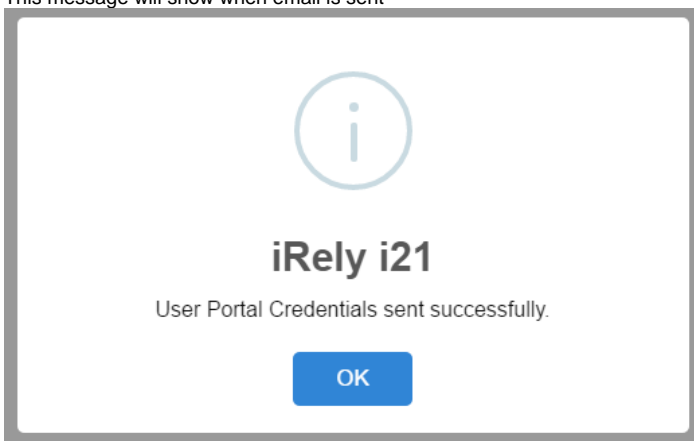
3. In the grid area, select the contact then click the **Open** button.



4. Click the **Email Login** button on User Portal Settings panel



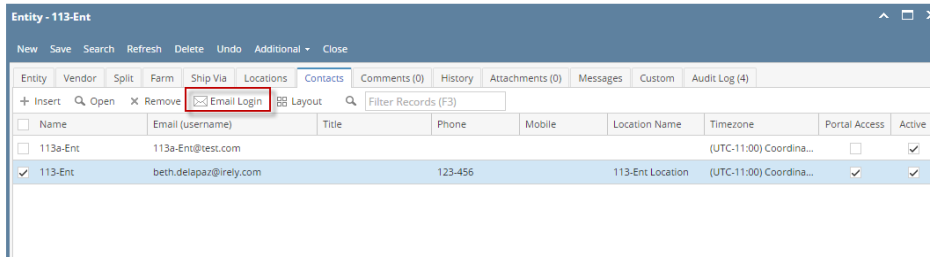
This message will show when email is sent



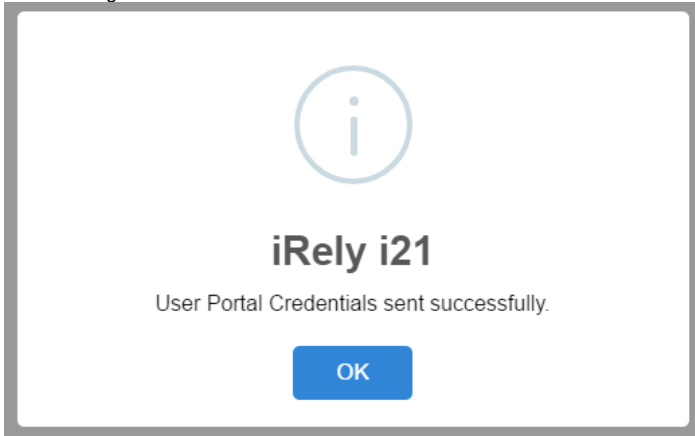
#### From Entity | Contacts Tab List:

1. Open an existing Entity record
2. Navigate to **Contacts** tab

### 3. Click **Email Login** button

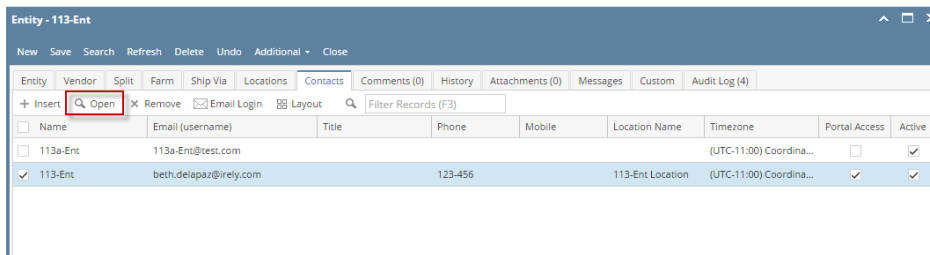


This message will show when email is sent



### From Entity | **Contacts Screen:**

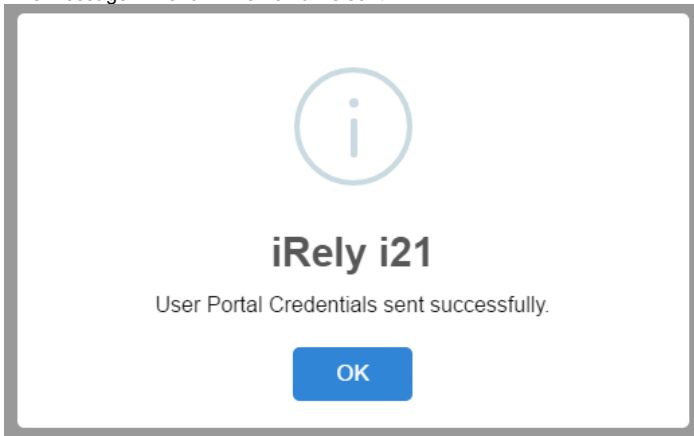
1. Open an existing Entity record
2. Navigate to **Contacts** tab
3. In the grid area, select the contact then click the **Open** button.



4. Click the **Email Login** button on User Portal Settings panel

The screenshot shows a web application window titled "Entity Contact - 113-Ent". The window has a menu bar with "New", "Save", "Refresh", "Delete", "Undo", and "Close". Below the menu bar are tabs for "Detail", "Audit Log (0)", and "Ent 1". The "Detail" tab is active. The form is divided into two main sections. The left section contains fields for "Full Name" (113-Ent), "Email (username)" (beth.delapaz@irely.com), "Title", "Phone" (123-456), "Mobile", "Timezone" (UTC-11:00 Coordinated Universal Time-11), "Contact Method", "Location Name" (113-Ent Location), "Department", "Type", "Email Distribution", "Active" (checked), and "Notes". The right section is titled "User Portal Settings" and contains a "Change Password" button, an "Email Login" button (highlighted with a red box), "Portal Access" (checked), "User Role" (113-Ent-2302), "Username" (beth.delapaz@irely.com), and "Portal URL" (localhost/1610.275/021/). Below the "User Portal Settings" section is a "Contact Information" section with a table that has columns for "Type" and "Details". The table is currently empty. At the bottom of the window, there is a status bar with a question mark icon, a lightbulb icon, the word "Ready", and a page indicator showing "Page 1 of 1".

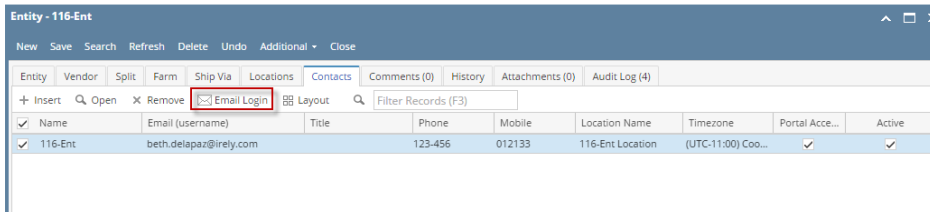
This message will show when email is sent



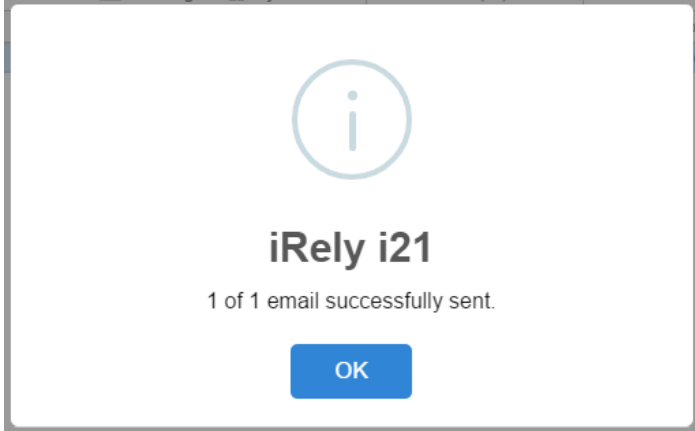
**From Entity | Contacts Tab List:**

1. Open an existing Entity record
2. Navigate to **Contacts** tab

### 3. Click **Email Login** button

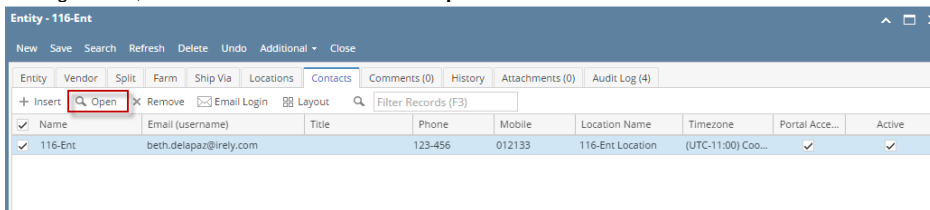


This message will show when email is sent

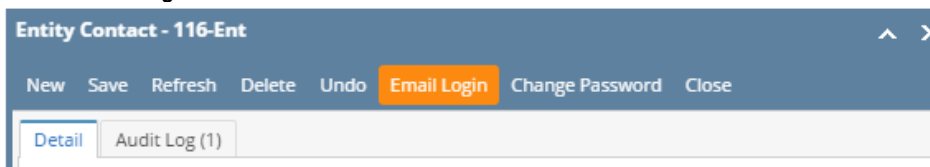


From Entity | **Contacts** Screen:

1. Open an existing Entity record
2. Navigate to **Contacts** tab
3. In the grid area, select the contact then click the **Open** button.



### 4. Click the **Email Login** toolbar button



This message will show when email is sent

