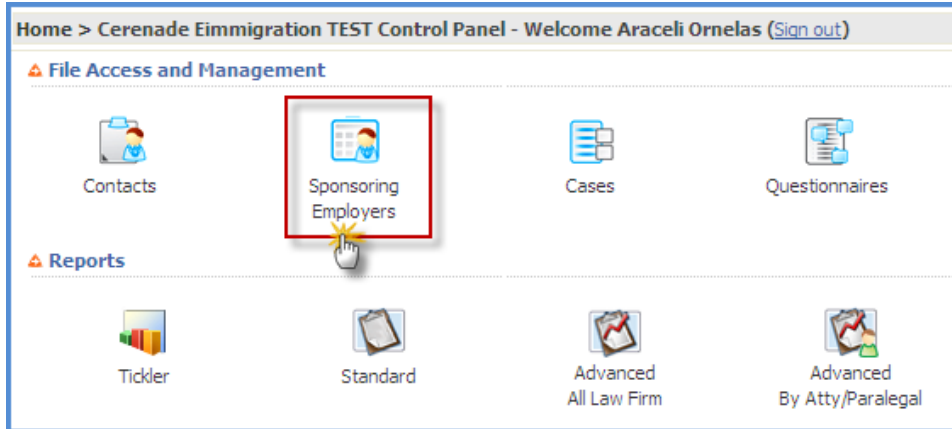
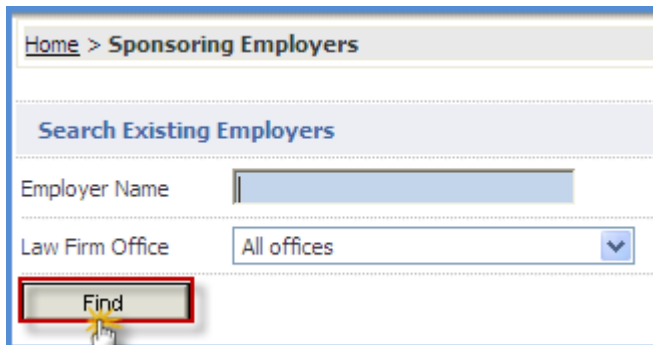



HOW TO EMAIL USERNAME AND PASSWORD TO EMPLOYER

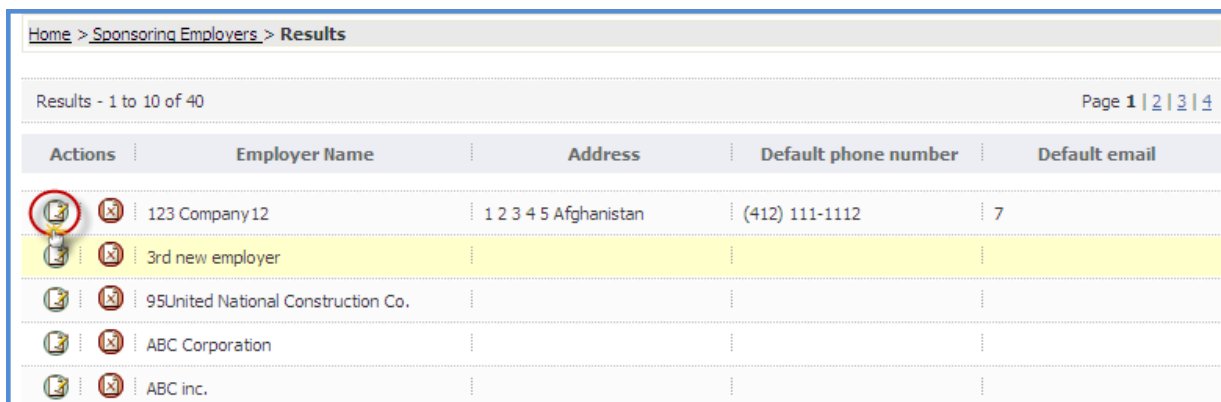
1) Click on **Sponsoring Employers** icon from the Home page of EIMMIGRATION.



2) Search for the employer name then click **Find** button.













3) Locate the EMPLOYER by clicking on the  icon.

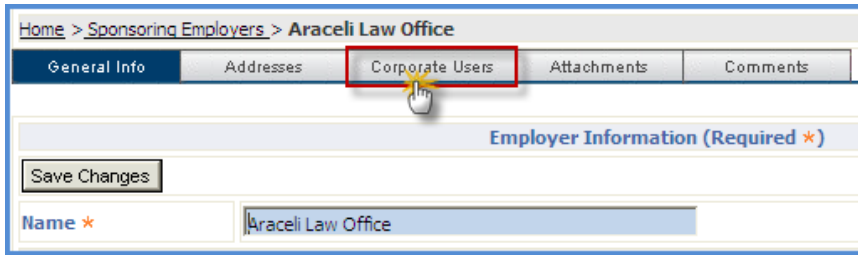


Home > Sponsoring Employers > Results

Results - 1 to 10 of 40 Page 1 | 2 | 3 | 4

Actions	Employer Name	Address	Default phone number	Default email
 	123 Company12	1 2 3 4 5 Afghanistan	(412) 111-1112	7
 	3rd new employer			
 	95United National Construction Co.			
 	ABC Corporation			
 	ABC inc.			

4) Click on the **Corporate Users** tab.



Home > Sponsoring Employers > Araceli Law Office


General Info | Addresses | **Corporate Users** | Attachments | Comments

Employer Information (Required *)

Save Changes

Name * Araceli Law Office

5) Under **Web-access**, click on the link. If you have not added a corporate user, click on the **Add** button



Home > Sponsoring Employers > Araceli Law Office

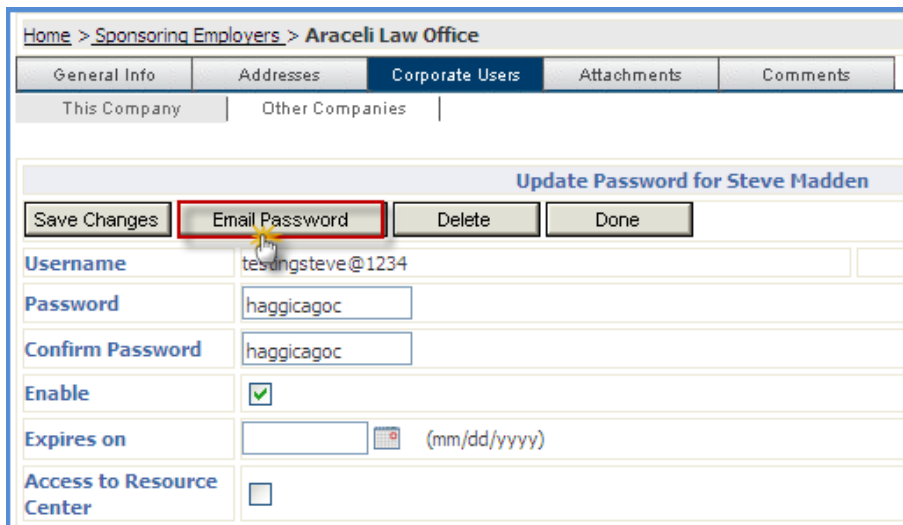
General Info | Addresses | **Corporate Users** | Attachments | Comments

Signatories

Add | Save Changes

Actions	Default Signatory	First Name	Middle N.	Last Name	email	Web-access	Full access	Address
Additional Corporate Users								
Actions	First Name	Middle N.	Last Name	email	Web-access	Full access	Address	
	Steve		Madden	araceli@cerenade.com	testingsteve@1234	Yes	Lake	

6) Click on **Email Password** button.



Home > Sponsoring Employers > Araceli Law Office

General Info | Addresses | **Corporate Users** | Attachments | Comments

This Company | Other Companies

Update Password for Steve Madden

Save Changes | **Email Password** | Delete | Done

Username: testingsteve@1234

Password: haggicagoc

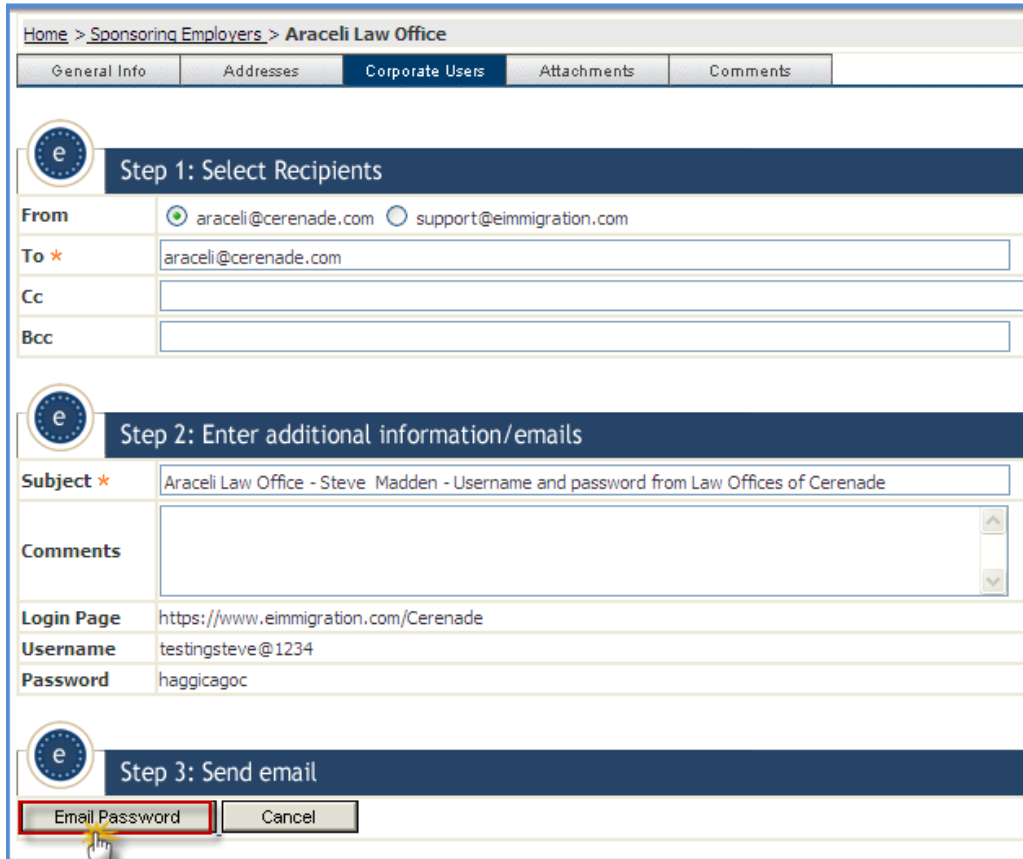
Confirm Password: haggicagoc

Enable:

Expires on: (mm/dd/yyyy)

Access to Resource Center:

7) Enter information and when done, click on **Email Password** button.



Home > Sponsoring Employers > Araceli Law Office

General Info | Addresses | **Corporate Users** | Attachments | Comments

Step 1: Select Recipients

From araceli@cerenade.com support@eimmigration.com

To * araceli@cerenade.com

Cc

Bcc

Step 2: Enter additional information/emails

Subject * Araceli Law Office - Steve Madden - Username and password from Law Offices of Cerenade

Comments

Login Page https://www.eimmigration.com/Cerenade

Username testingsteve@1234

Password haggicagoc

Step 3: Send email

Email Password **Cancel**

Related Articles:

Email username and password to Employer:

<http://www.cerenade.com/eimmigration/GiveEmployerAccessToEmployeeCases.pdf>

Add signatory to employer profile:

<http://www.cerenade.com/eimmigration/AddSignatoryToEmployerProfile.pdf>

Add signatory to Case:

<http://www.cerenade.com/eimmigration/AddSignatoryToCase.pdf>

For more information and articles, please visit www.eimmigration.com