

## ManagerPlus: Frequently Asked Questions

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### + How do I change my password?

If you want to change your password, go to file setup in your ManagerPlus program and select from the drop down menu the change password option.

### + How do I reset my password if I have forgotten it ?

If you need to reset your password, you must either contact your company's system admin to reset your password or you can call the ManagerPlus Technical Support team to be issued a temporary admin password.

### + What is the best phone number to reach Technical Support?

To reach Technical Support directly, please call 1+800+730+9809. You may also submit a support request via the web at:  
[http://www.managerplus.com/product\\_support.php](http://www.managerplus.com/product_support.php)

### + How do I Install EasyLinks?

In order to install EasyLinks on your computer you will need to insert your Install CD and go to the optional modules section on the disk. You then can access EasyLinks by using one of the following URLs (*depending on your application*):

**Pro:** <http://servername/easylinks>

**Enterprise:** <http://servername/easylinksenderprise>

### + How does my Enterprise activation code work?

Once you have received your activation email with your code, you will have until midnight to input your code before the code expires. The code will enable all purchased software and licenses with the exception of the EasyLinks and Automate modules.

### + How do I Schedule a Training Session?

If you would like to schedule a training session, you can call our Implementation Department at 1+888+326+6419 or you can submit a form request over the web at:  
<http://www.managerplus.com/training.php>.

### + What are the working hours of the ManagerPlus Technical Support Department?

The Technical Support Department can be reached between the working hours of 7:30 AM to 4:30 PM MST.