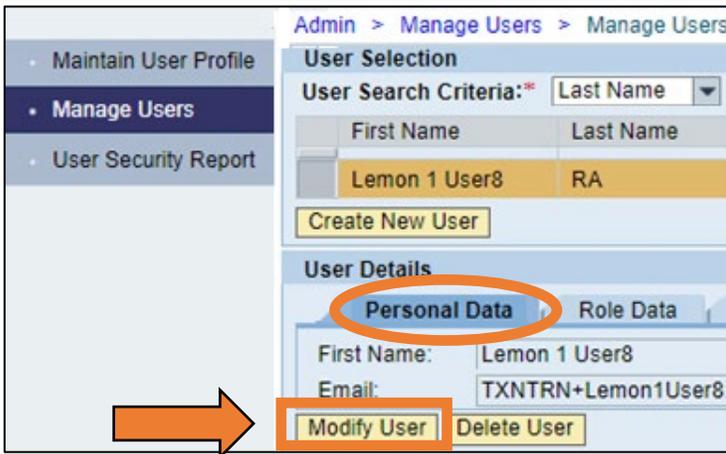


Resend WBSCM Registration Email

User Administrators will use this procedure to correct the email address and resend the WBSCM "Action Required" registration email for a new user who did not receive the registration email.

1 Correct User Email Address

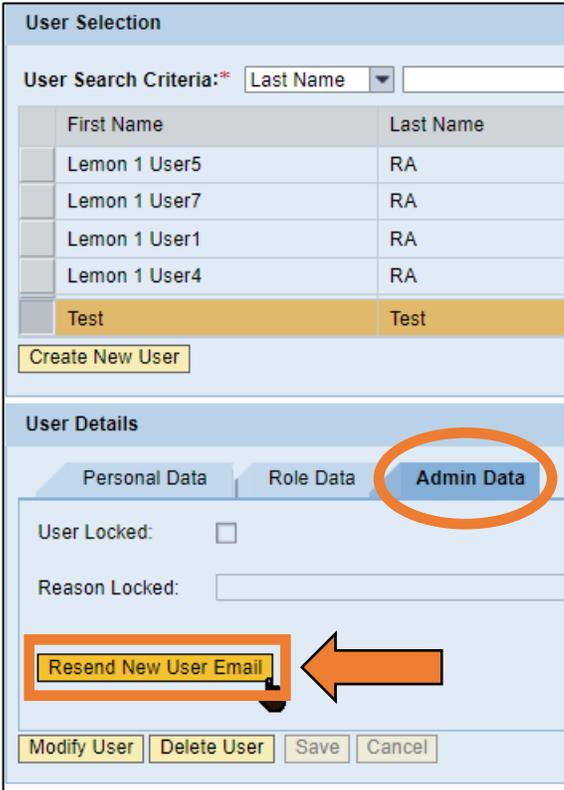
- 1 In WBSCM, select "Admin" tab.
- 2 Select "Manage Users" on the left.
- 3 In "User Selection", click an existing user.
- 4 "User Details" panel appears with "Personal Data" tab displayed.
- 5 In "Personal Data" click "Modify User".
- 6 Enter the correct email address.
- 7 Click "Save".



Continue to Column 2:
Resend Registration Email

2 Resend Registration Email

- 1 Click on "Admin Data" tab.
- 2 Click on "Resend New User Email".



Done!
Contact your ESC for technical assistance



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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