AgencyWeb Job Aid
First Time Log On

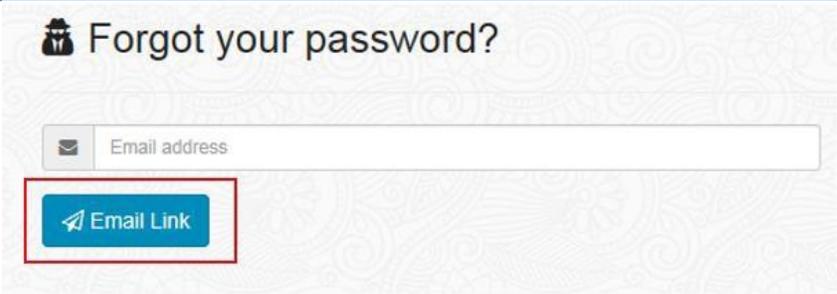|	FIRST TIME Log On
Use this option when logging on to the AgencyWeb for the **first time only**.

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Once you have created a password, you will log on using your User ID and password.

Prerequisite	You will receive an email with the URL of the AgencyWeb and your User ID.
	You will **not** receive a temporary password. Follow the FIRST TIME log on process below
1	Access the AgencyWeb Home Page
2	Click the **Forgot Password** link Enter your username and password Password ➔] Sign In ⚷ Forgot Password ❓ Help 🔧 Service Request ✉ Contact us
3	Enter the email address associated with your User Access and click the **Email Link** button • This is the email address noted on your AgencyWeb User Access Form • *NOTE: If your email address has changed, complete a User Access Form to update your email address on file with Treasury I.T. before proceeding with log on* 🛅 Forgot your password? ✉ Email address ✈ Email Link
4	You will see a message on your screen that states: *Please check your email to reset your password. Ensure that your email service does not block the email address: AgencyWeb_AccountHelp@mail.maricopa.gov.*
5	Access your email and open the message from: *AgencyWeb_AccountHelp@mail.maricopa.gov*

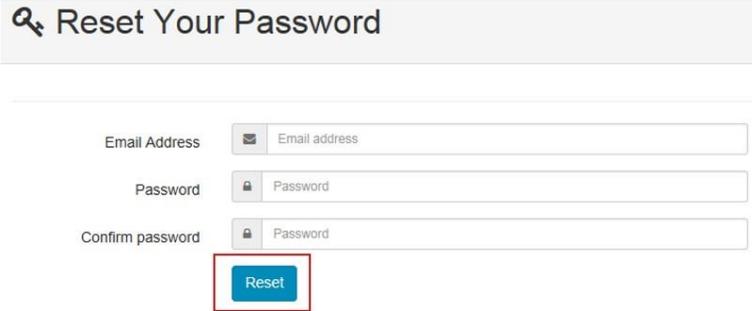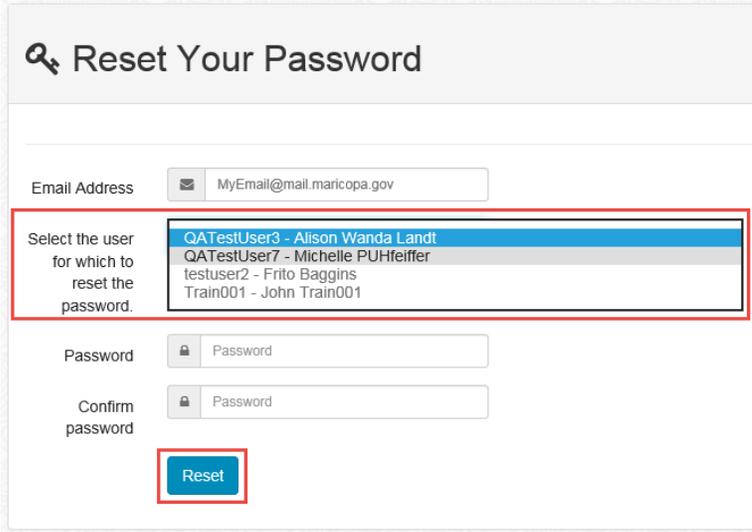|	FIRST TIME Log On
6	If you are sharing the same email address with other Agency Web users in your organization, skip to **Step 6a**. Otherwise, click the reset password link in the email message • You have 30 minutes to click this link and reset your password. If you wait more than 30 minutes start this process with at Step 1 above
	Reset Your Password **Dear Agency Web User,** You have requested to reset your password. If you did not make this request, please contact (602)506-8511. Otherwise, <u>Click on this link to reset your Agency Web password.</u> Your username(s): **Train001 (for John Train001).** **For security reasons,** reset your password within 30 minutes. If this time has elapsed, go to the <u>"Forgot Your Password" page</u> again. ***** This is an automatically generated email. Please do not reply.*****
6a	**This step applies to users sharing the same email address with other Agency Web users in their organization.** Note the username that is assigned to you and click the reset password link in the email message. • You have 30 minutes to click this link and reset your password. If you wait more than 30 minutes start this process with at Step 1 above
	Reset Your Password **Dear Agency Web User,** You have requested to reset your password. If you did not make this request, please contact (602)506-8511. Otherwise, <u>Click on this link to reset your Agency Web password.</u> Your username(s): **testuser2 (for Frito Baggins), QATestUser3 (for Alison Wanda Landt), QATestUser7 (for Michelle PUHfeiffer), Train001 (for John Train001).** **For security reasons,** reset your password within 30 minutes. If this time has elapsed, go to the <u>"Forgot Your Password" page</u> again. ***** This is an automatically generated email. Please do not reply.*****

7	If you are sharing the same email address with other Agency Web users in your organization, skip to **Step 7a**. Enter your email address and your new password twice (to confirm). Click the "**Reset**" button
7a	**This step applies to users sharing the same email address with other Agency Web users in their organization.** Enter your email address, select the username that is assigned to you and enter your new password twice (to confirm). Click the "**Reset**" button
8	You will see a message on your screen that states: *Reset password confirmation. Your password has been reset. Please click here to log in.*
9	Click the link in the message to return to the AgencyWeb Home Page

10	Enter your User ID in the **Username** field Enter your password in the **Password** field Click the **Sign In** button Enter your username and password 👤 | 🔒 Password ➩ Sign In 🔑 Forgot Password ❓ Help 🔧 Service Request ✉ Contact us
	Having trouble logging on? Click the **Service Request** link to request assistance