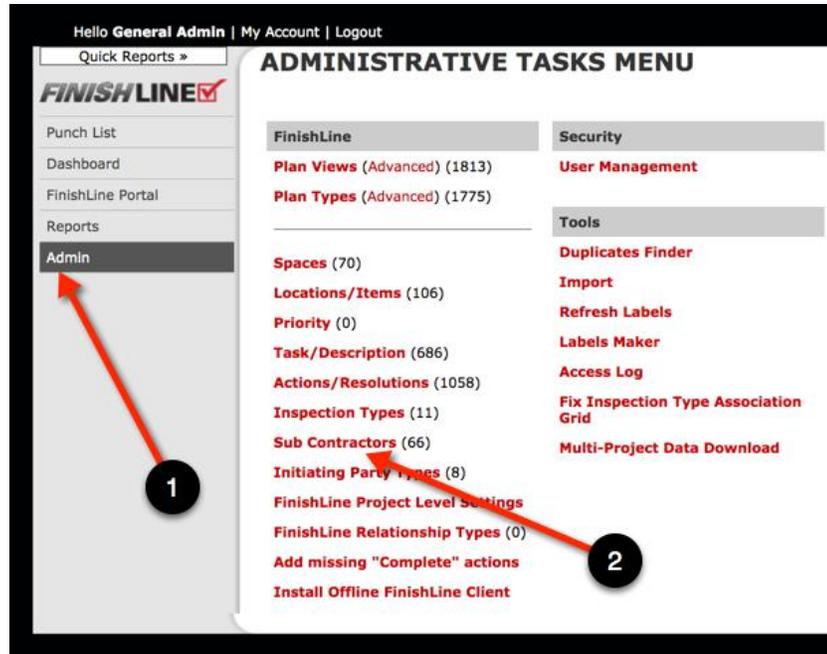**Admin: Find Password for Subcontractor**
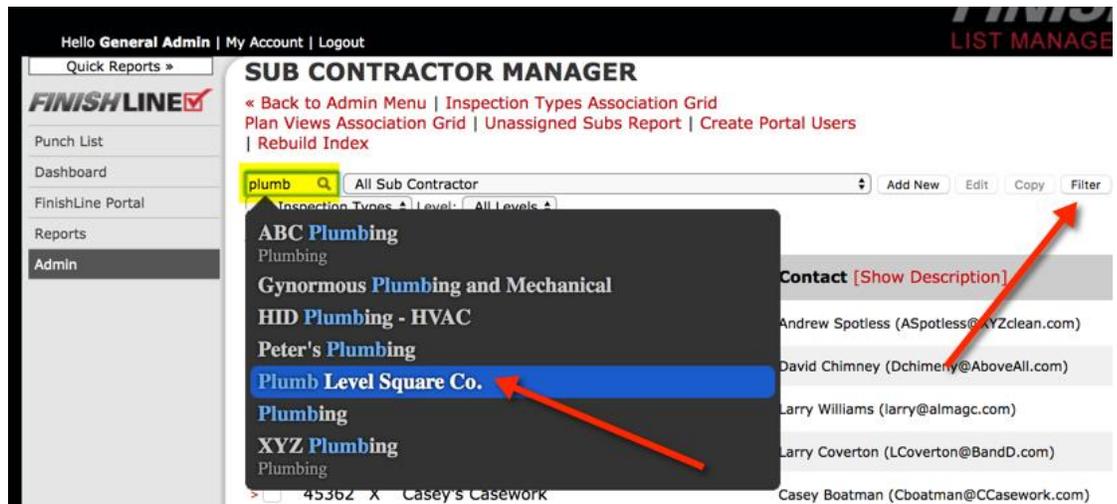
To lookup a subcontractor's password, navigate to the Admin screen and click on **Sub contractors.**	
You need to go into the Sub contractor Manager and find the company name. To do this, type in the name of the company who is associated with this user. Select the company name, then select Filter.	

Click the pencil edit icon for the subcontractors whose password you want to look up.

Scroll to the bottom and you will find the username in Parenthesis next to Portal Access. You will need this to find the password. We suggest writing it down, so you don't forget it.
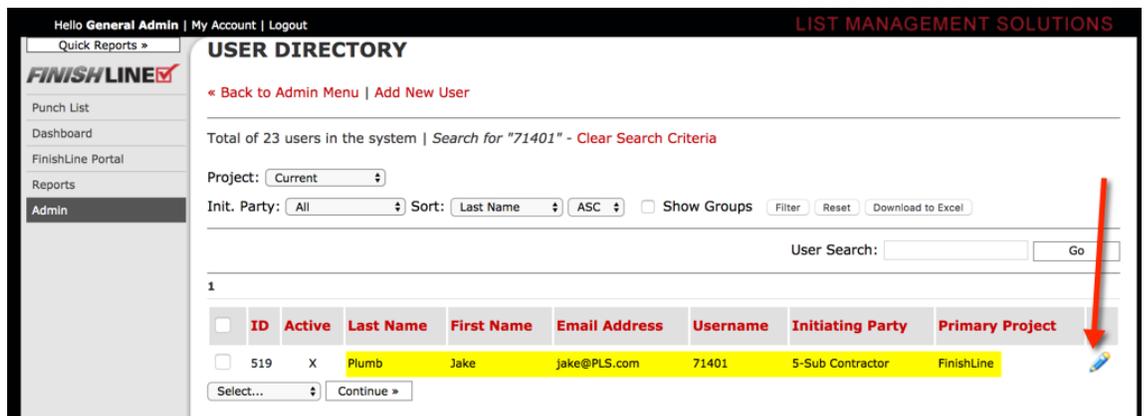
Navigate back to the Administrative Tasks Menu and select User Management.	
Type the username which was in the parenthesis from the Sub contractor profile and select Go.	
Now select the blue edit pencil for the subcontractor whose password you're trying to find.	
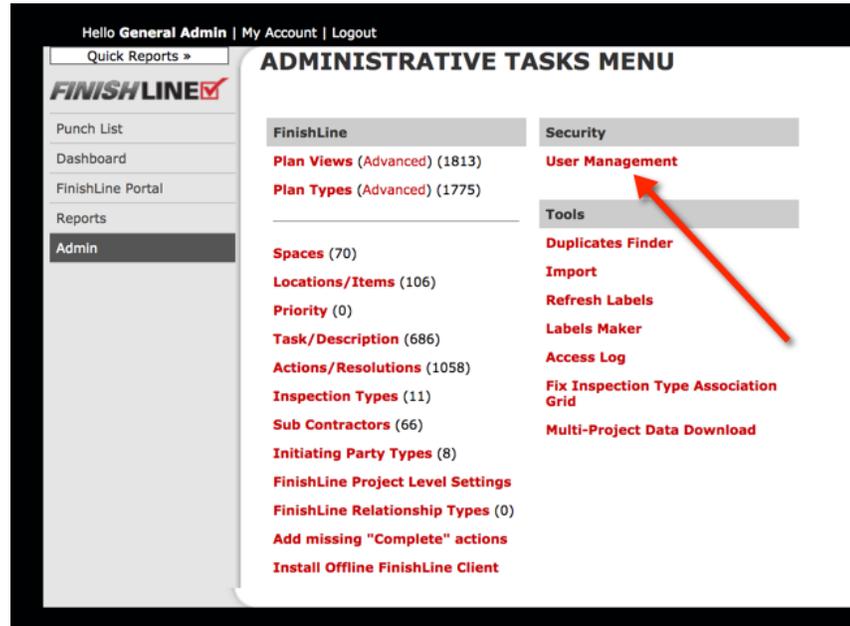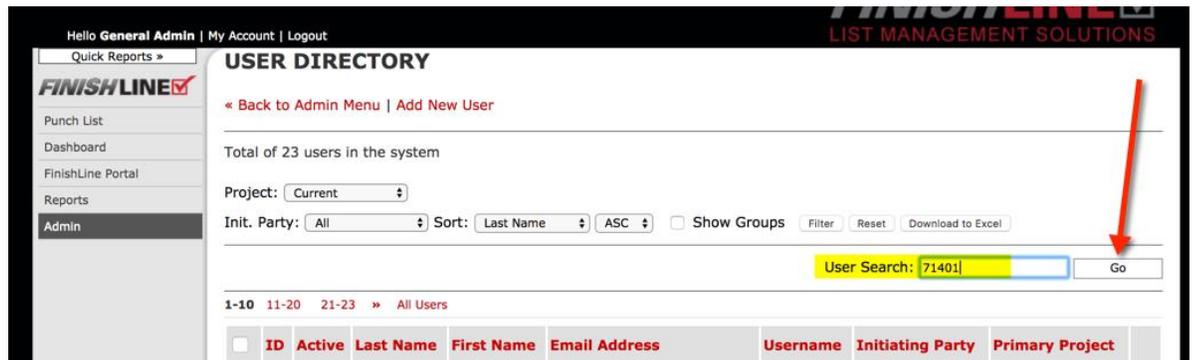
Now click the Reveal Password Link.

The password for the subcontractor will be revealed in the pop-up box.