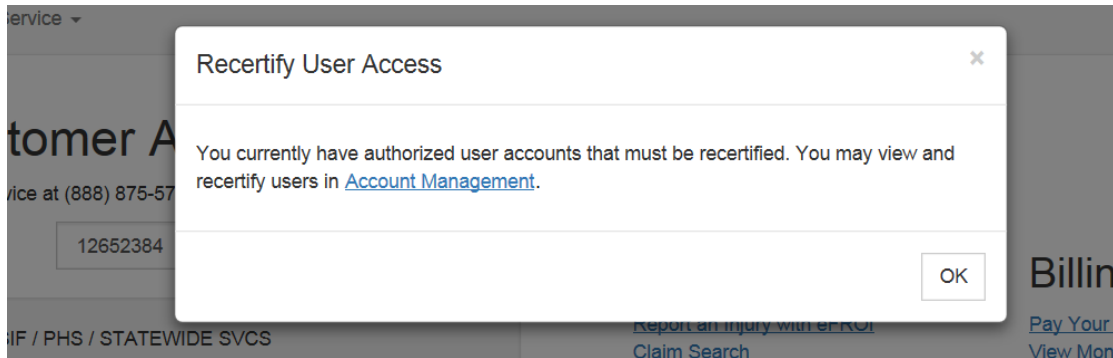


## MASTER ACCOUNT HOLDER

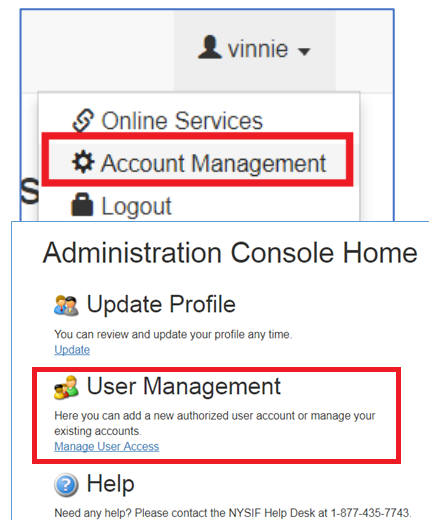
If a master account holder has accounts that must be recertified, the user will encounter this pop-up window upon login. The link will take the user directly to the Account Management page.



The master account holder will receive an email notification of upcoming recertifications 30 days from expiration, 15 days from expiration and the day of expiration.

Following the directions from the email, the master account holder will:

1. Go to [nysif.com](https://nysif.com) and log in to the online master account.
2. At the top right of your landing page, select "Account Management" from the drop-down menu under your user name.
3. Under "User Management," select "Manage User Access."
4. Click "Extend Access" on the authorized user whose access is scheduled to expire (or whose access has already expired) to recertify the user.



PLEASE NOTE: The master account holder can recertify any user at any time. For example, if the master account logs in to recertify **Child1** because that user's access will be expiring first, the user can also recertify **Child2** and **Child3** at the same time. This is an added convenience for the user.

User Management					
This screen displays all of the users that currently have access to your account's applications. You can change contact and password information for a user by clicking the user's login name. If you wish to delete the user, simply click the "Delete" link.					
<a href="#">Add New User</a>					
Login	First Name	Last Name	Last Login	Access Expires	Manage
nysiftest	NYSIF	NYSIFTEST	2/27/2018 11:35:19 AM		<a href="#">Edit</a>
Child1	test	uouiouiou	11/21/2017 11:24:08 AM	04/14/2018 <a href="#">Extend Access</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Child2	Kevin	Mango	8/10/2017 9:23:08 AM	08/09/2018 <a href="#">Extend Access</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Child3	newchild	termstest	5/30/2017 11:45:55 AM	05/30/2018 <a href="#">Extend Access</a>	<a href="#">Edit</a> <a href="#">Delete</a>

Once the user recertifies, the access expiration date will be updated to one year in the future. (There is no confirmation screen.)

For example, the master account holder in the previous screen shot recertified **Child1**. The page now reflects:

User Management					
This screen displays all of the users that currently have access to your account's applications. You can change contact and password information for a user by clicking the user's login name. If you wish to delete the user, simply click the "Delete" link.					
<a href="#">Add New User</a>					
Login	First Name	Last Name	Last Login	Access Expires	Manage
nysiftest	NYSIF	NYSIFTEST	2/27/2018 11:35:19 AM		<a href="#">Edit</a>
Child1	test	uouiouiou	11/21/2017 11:24:08 AM	02/27/2019 <a href="#">Extend Access</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Child2	Kevin	Mango	8/10/2017 9:23:08 AM	08/09/2018 <a href="#">Extend Access</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Child3	newchild	termstest	5/30/2017 11:45:55 AM	05/30/2018 <a href="#">Extend Access</a>	<a href="#">Edit</a> <a href="#">Delete</a>

If a user's access expires before recertification, the User Management page will reflect:

User Management					
This screen displays all of the users that currently have access to your account's applications. You can change contact and password information for a user by clicking the user's login name. If you wish to delete the user, simply click the "Delete" link.					
<a href="#">Add New User</a>					
Login	First Name	Last Name	Last Login	Access Expires	Manage
nysiftest	NYSIF	NYSIFTEST	2/27/2018 11:35:19 AM		<a href="#">Edit</a>
Child1	test	uouiouiou	11/21/2017 11:24:08 AM	02/27/2019 <a href="#">Extend Access</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Child2	Kevin	Mango	8/10/2017 9:23:08 AM	08/09/2018 <a href="#">Extend Access</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Child3	newchild	termstest	5/30/2017 11:45:55 AM	Expired <a href="#">Extend Access</a>	<a href="#">Edit</a> <a href="#">Delete</a>

The master account holder can choose "Extend Access" to certify the expired user.

## AUTHORIZED USER ACCOUNT HOLDER

The authorized user will receive an email notification of upcoming recertification 30 days from expiration, 15 days from expiration and one day from expiration.

If the authorized user's access expires, the user will be presented with the following message upon login.

## Unexpected Error

Your online account has been suspended, due to not having been recertified by the master account holder.  
To reestablish access, please contact the master account holder for account recertification.

**Please note that only the master account holder can recertify your access; NYSIF cannot provide this authorization.**