**Only Provider Admins will have access to perform this function.** If users change their email or phone number, or if they fail to complete the registration process within the allotted two days, the provider admin can reset the MFA to have a new system generated email sent to the user.
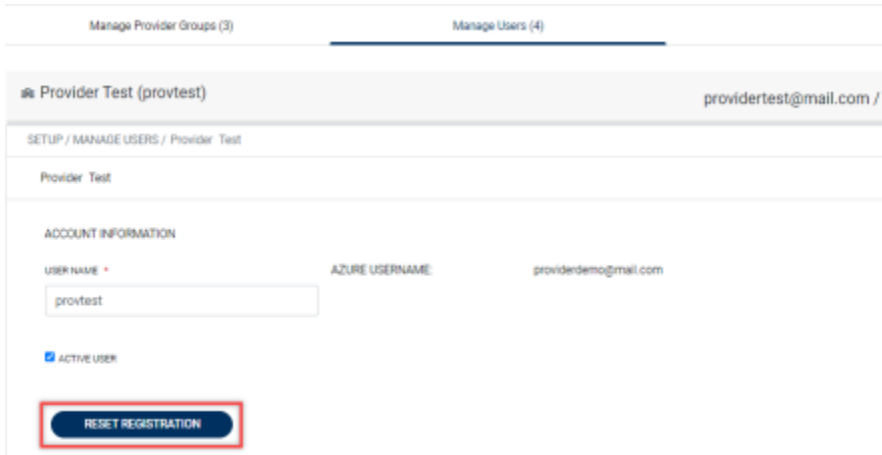
1 Find User

Click **Setup** from the top navigation pane and click on **Manage Users.** Expand the correct user and click the pencil icon to edit.
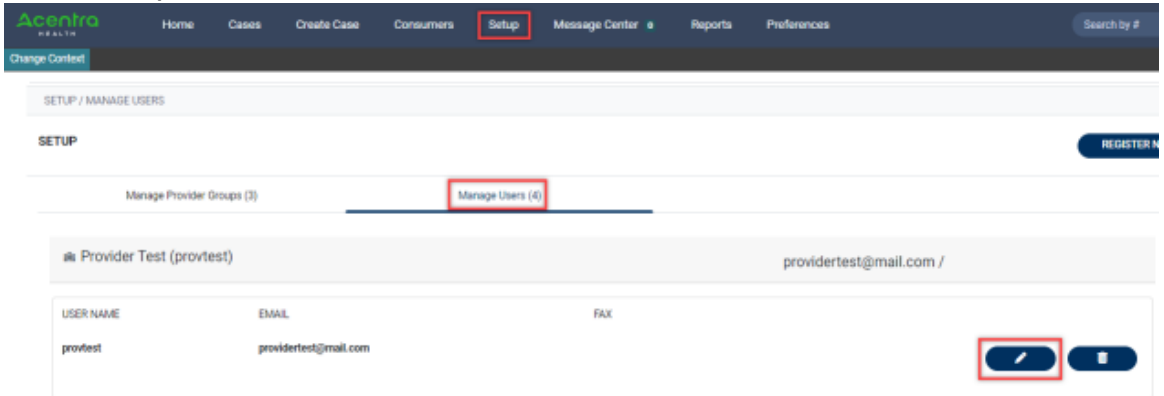
2 Reset Registration

Click the **Reset Registration** button under the username.

3 Click Ok on Confirmation Message

A pop-up window will confirm that the reset was successful, and the user will receive an email notification that they have 2 days to complete their MFA registration.