Quick Reference:

Remote Access Username: mms_____

Remote Access Password: _____

| Supplied by MM during training session. |

NetClient CS Username: _____

NetClient CS Password: _____

| Client updates password during training and as prompted by system. |

ACS 2nd Password: _____

| Supplied by MM, seldom required by system, never changes. |

ACS Keyboard Shortcuts:

Ctrl-G   View Account Activity

Ctrl-T   Trial Balance

Ctrl-L   General Ledger

 *can drill down to detail on anything in blue.

Changing your Password:

When ACS prompts you to update your password:

1. Close out of ACS
2. Go to the web-based File Exchange
3. Click on your name in the upper right-hand corner and select "Update Password" – this will update your password for both the File Exchange or portal and ACS.

Logging out of Remote Access:

Click on the Start button, then click on the name in upper right-hand corner and choose "Sign Out"