



Overview & Objective – The purpose of this I M & U is to demonstrate access to the Intacct system. Once Users navigate to the login screen they should bookmark the page for future use.

Initial Navigation & Login Screen

1. Go to the URL: www.Intacct.com
2. In the upper right hand corner of the screen click the “Secure Login” link
3. The following login information is then required:

Company ID:
User ID:
Password:

...You should request IDs and initial passwords from your NDH Group Account Executive

Changes to Passwords

1. Once logged onto your Intacct session you will see the Intacct home page. To verify this, you should see “Accounting Console” in the upper left hand corner of the screen.
2. From here, click on the “Company” link in the upper left hand corner of the screen (this link is located directly below the “Applications” heading).
3. Once in the Company Module click on the Icon “My Preferences” located towards the left.
4. You will now be in the Preferences screen. Scroll all the way to the bottom of the screen and click on the “Change Password” link.
5. The Change Password screen will appear requesting you to enter the current password and new password (twice). Click “Save” and you will be returned to the Preferences screen.
6. Click “Save”

This completes the change of Passwords, which will take effect during your next login.

Current User IDs & Initial Passwords

For initial use we have setup the following Users & Passwords:

| Company ID | User ID | Initial Password |
|-------------------|----------------|-------------------------|
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Further Instruction & Use – For further information regarding logins or changes to your passwords contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.