

OP Mobile: Resend Email Verification and Unlock Account

Last Modified on 04/26/2023 5:17 pm EDT

Version 20.5

User Permission: The following permissions will be needed for a user to be recognized as a practice administrator within

OP Mobile:



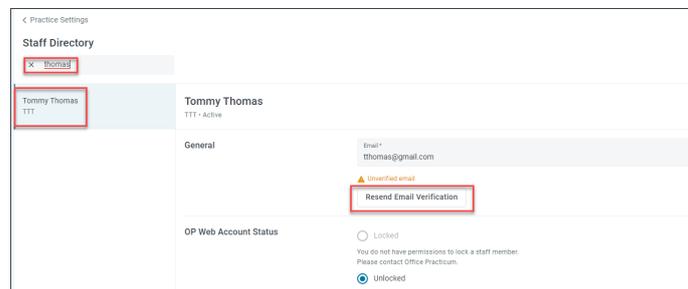
- MainMenu_Uilities_mi
- Manage_Users_mi
- AA_AccessSecurity_mi

Resend an Email Verification



Note: Your OP Mobile site (URL) is the only supported way to access OP Mobile at this time.

1. After logging in, click **Practice Settings** in the left navigation panel.
2. Click the **Staff Directory** link. The users for the practice are displayed.
3. Use the search field to find the user that you need to send an email verification.
4. Click the *User Name*.
5. Enter a unique **email address** for the user in the *General* section.
6. Click the **Resend Email Verification** button. A pop-up message is displayed to confirm that the email was re-sent.



Note: The email verification link will expire after 5 days.

Unlock an OP Mobile Account

1. After logging in, click **Practice Settings** in the left navigation panel.
2. Click the **Staff Directory** link. The users for the practice are displayed.
3. Use the search field to find the user that you need to unlock.
4. Click the *username*, select the **Unlocked** radio button in the *OP Web Account Status* section.
5. Click the **Save** button. A pop-up message is displayed to confirm that the changes were saved successfully.

< Practice Settings

Staff Directory

x albert

Albert Davis AD	Albert Davis AD • Active
	General Email * opmobileweb@gmail.com
	OP Web Account Status <input type="radio"/> Locked You do not have permissions to lock a staff member. Please contact Office Practicum. <input checked="" type="radio"/> Unlocked

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