



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 Preparation – Prior to logging onto Intacct your system administrator must create a new user seat. Creation of the new account will trigger notification to the user’s e-mail account with a temporary password, Intacct Company ID, and the User ID. This e-mail also includes a sign-in (link) which will direct the user to the Intacct login screen, where the temporary password must be exchanged for a new password. After this initial login, the instructions below apply for access and further changes to the password.

Login Screen

1. Go to the URL: www.Intacct.com
2. In the upper right hand corner of the screen click the [Sign In] (button)
3. The following login information is then required:

Company ID:
User ID:
Password:

⇒ This will allow permissioned access to Intacct and the ability to further change your password.

Initial Navigation – To navigate to the My Preferences screen (from the Accounting Console):

1. Go to the Applications dropdown
2. Select the Company Module
3. Under Company, click on the My Preferences (link)

Change Passwords – The title “Preferences for [User ID]” should appear in the upper left hand corner, proceed as follows:

1. Scroll to the “Security Preferences” section and click on the [Change Password] (button).
2. The Change Password Screen will appear requesting you to enter your current password and new password (twice). Click on the [Save] (button) and you will be returned to the Preferences Screen.

⇒ Scroll to the top of the Preferences Screen and click on the [Save] (button) in the upper right hand corner. This completes the change of Passwords, which will take effect during your next login.

Other Preferences – Other preferences can be changed in the Preferences Screen. These include security, personalized display, check preferences, and time zones.

⇒ Once these changes have been made scroll to the top of the Preferences Screen and click on the [Save] (button) in the upper right hand corner. This completes the change of Preferences.

Further Instruction & Use – For further information regarding Logging On and Preferences contact The NDH Group, Ltd. at 312.461.0505 or on the web: <http://www.ndhcpa.com>.