Generating a New Portal URL

Overview

External and occasional stakeholders can access the **Confidential Portal** using the Portal Login URL provided by their Resolver Administrator or organizational partner.

User Account Requirements

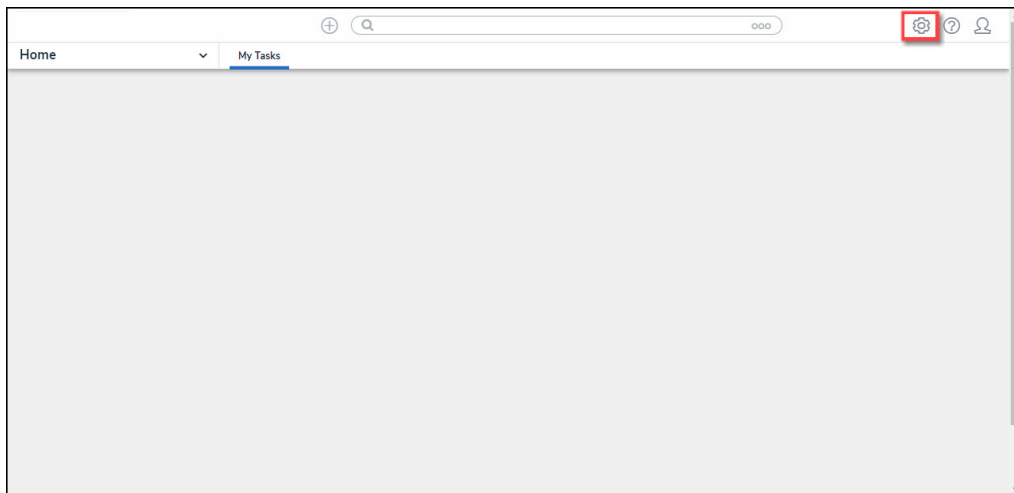The user account you use to log into Resolver must have Administrator permissions.

Required Information/Setup

Please refer to the Portal URL Overview article to learn more about using a Portal URL.

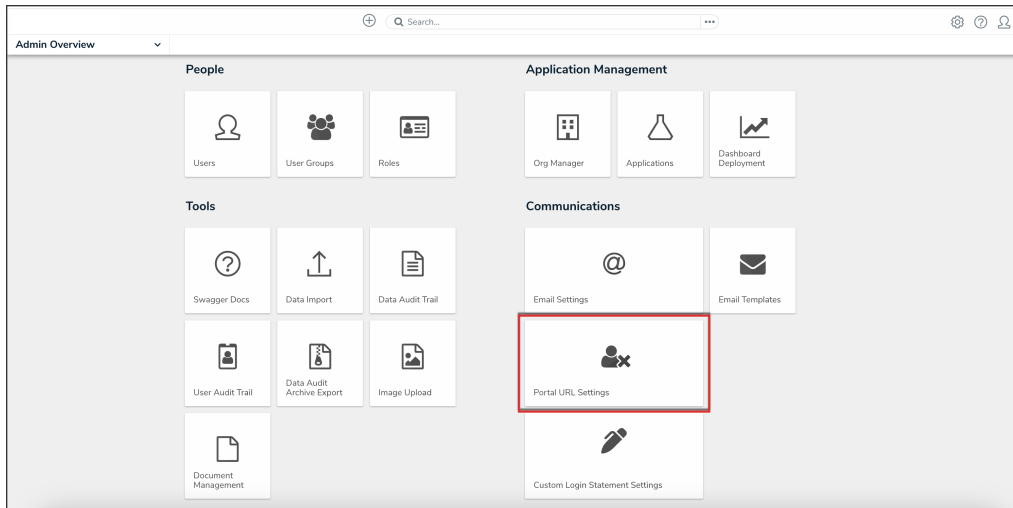Please refer to the Create a Portal URL article for more information on creating a new Portal URL.

Navigation

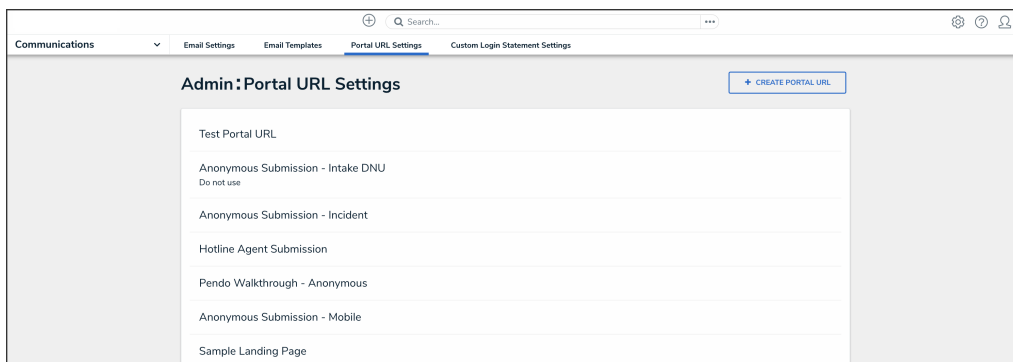1. From the **Home** screen, click the **Administration** icon.

Administration Icon

2. From the **Admin Overview** screen, click the **Portal URL Settings** tile under the **Communications** section.
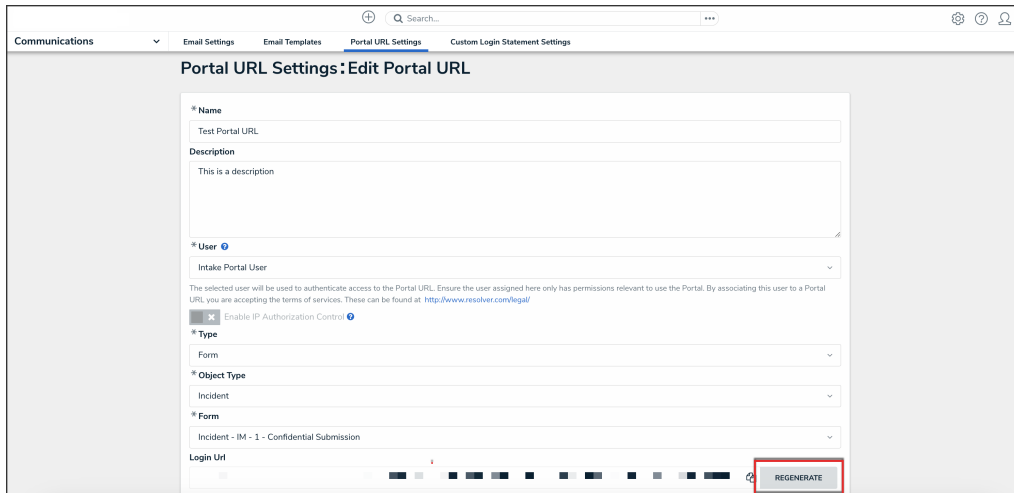
Portal URL Settings Tile

3. From the list on the **Portal URL Settings** screen, click the name of the Portal URL that you want regenerate.
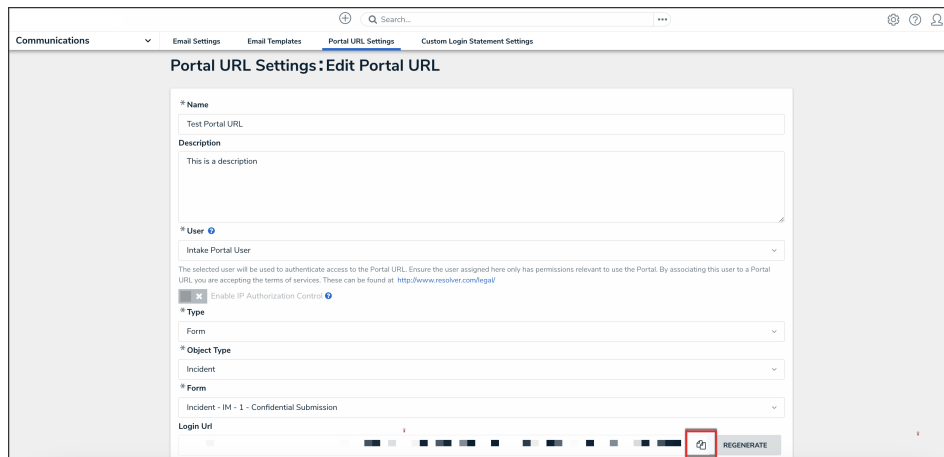

Portal URL Name

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1. From the **Edit Portal URL** screen, click the **Regenerate** button from the Login URL field to create a new Login URL.

Regenerate Button

2. Click the **Copy** icon to copy the Login URL.

Copy Icon

3. Paste the **Login URL** in an email or document to send to a Submitter.

> **Note:**
> You must generate a new Login URL if you edit any field on the **Edit Portal URL** screen.