

# Welcome

Welcome Customer Administrator. This manual will show you how to change passwords of users associated within your account with Colorado. This information is also available on our Registered Services site. All account management is done through our Customer Database. (CDB)

Access Registered Services Page:

<http://www.colorado.gov/registration/>

Log into Customer Data Base (CDB):

<https://cmbs-admin.soltn.cdc.nicusa.com/co/cust-admin/login.html>

## CUSTOMER SUPPORT

### Phone

303-534-3468

Toll free: 800-970-3468

(Available Monday – Friday, 8:00 am – 5:00 pm)

### Email

support@www.colorado.gov

### Mail

Colorado Interactive

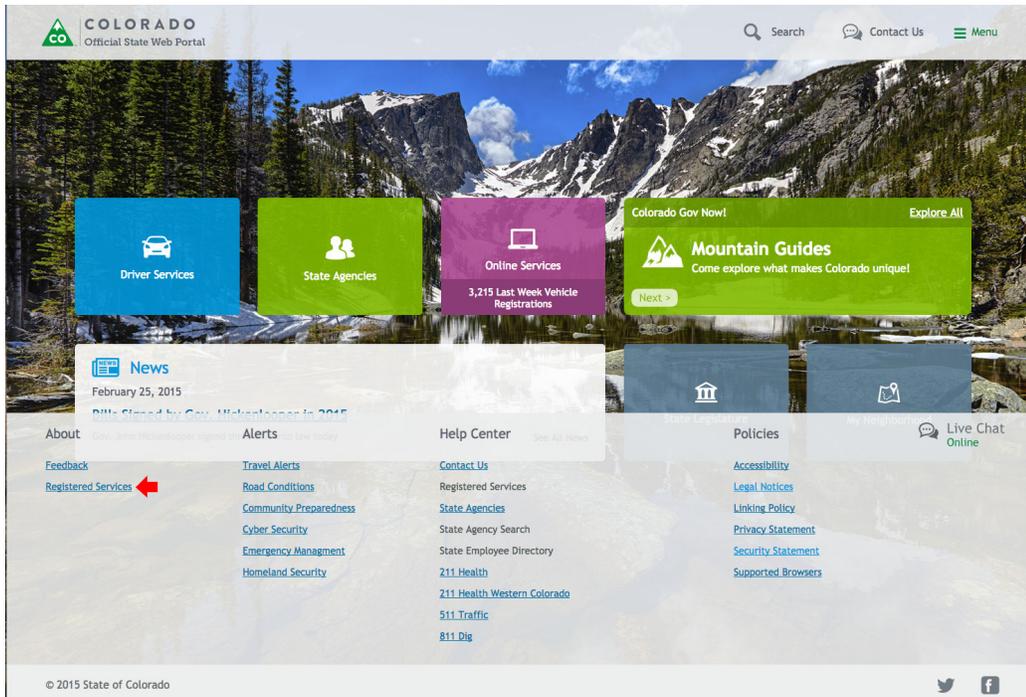
600 17<sup>th</sup> Street, Suite 2150 South

Denver, CO 80202

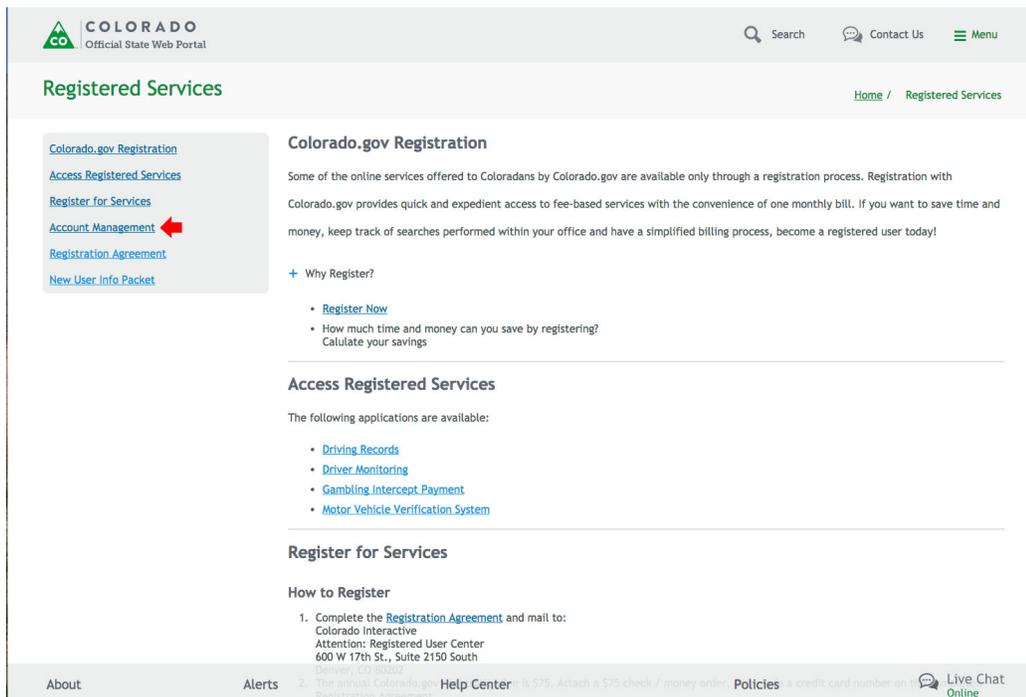
# 1 Change Password

This function allows the Customer Admin to change any user's password at anytime.

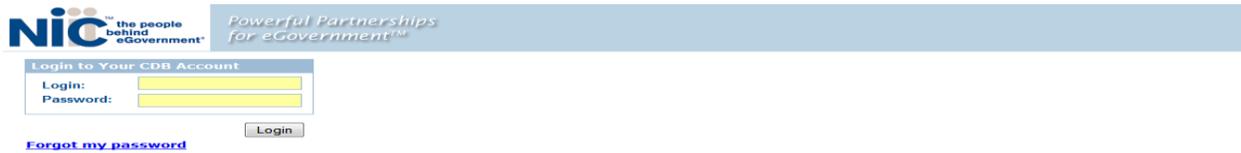
## 1.1.1 Colorado.gov Homepage-Access Registered Services page



## 1.1.2 Registered Services Page-Access Account Management Section



### 1.1.3 Log into CDB (Customer Data Base) –Enter your username and password



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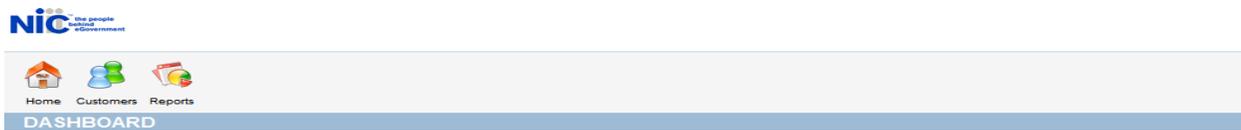
**Login to Your CDB Account**

Login:

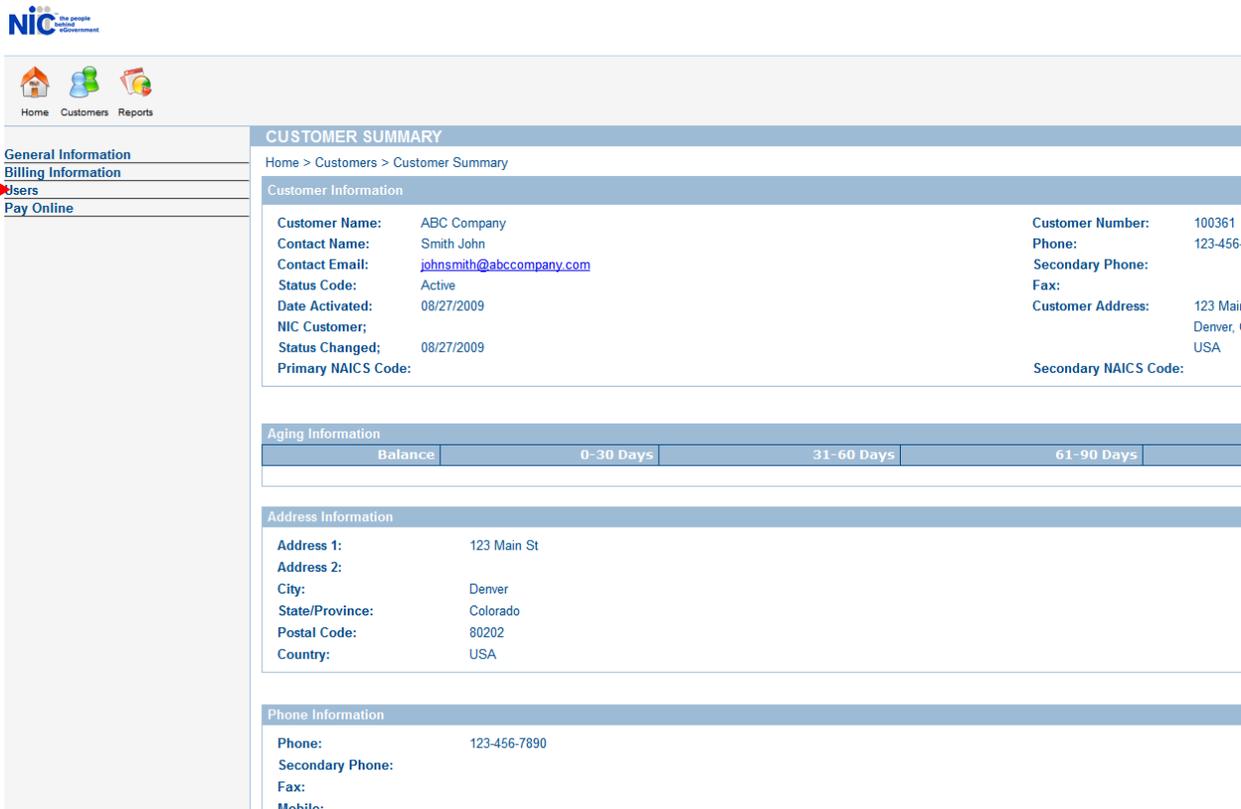
Password:

[Forgot my password](#)

### 1.1.4 Select Customer



### 1.1.5 Select Users



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Home Customers Reports

**CUSTOMER SUMMARY**

Home > Customers > Customer Summary

**Customer Information**

<b>Customer Name:</b>	ABC Company	<b>Customer Number:</b>	100361
<b>Contact Name:</b>	Smith John	<b>Phone:</b>	123-456-7890
<b>Contact Email:</b>	<a href="mailto:johnsmith@abccompany.com">johnsmith@abccompany.com</a>	<b>Secondary Phone:</b>	
<b>Status Code:</b>	Active	<b>Fax:</b>	
<b>Date Activated:</b>	08/27/2009	<b>Customer Address:</b>	123 Main Denver, C USA
<b>NIC Customer:</b>		<b>Secondary NAICS Code:</b>	
<b>Status Changed:</b>	08/27/2009		
<b>Primary NAICS Code:</b>			

**Aging Information**

Balance	0-30 Days	31-60 Days	61-90 Days

**Address Information**

<b>Address 1:</b>	123 Main St
<b>Address 2:</b>	
<b>City:</b>	Denver
<b>State/Province:</b>	Colorado
<b>Postal Code:</b>	80202
<b>Country:</b>	USA

**Phone Information**

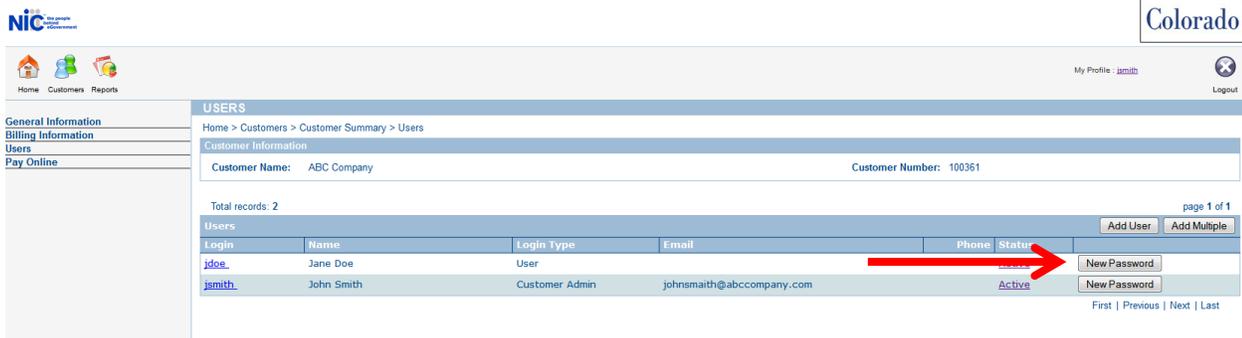
<b>Phone:</b>	123-456-7890
<b>Secondary Phone:</b>	
<b>Fax:</b>	
<b>Mobile:</b>	

**Navigation Menu:**

- General Information
- Billing Information
- Users**
- Pay Online

### 1.1.6 Changing Users Password

Locate the user from the list that you wish to reset the password for and click their 'New Password' link



### 1.1.7 Reset Password Confirmation

A window will open with a new password, note the password and close the window. Be advised that once you close that window you will no longer be able to see the password and will have to reset it again.

