

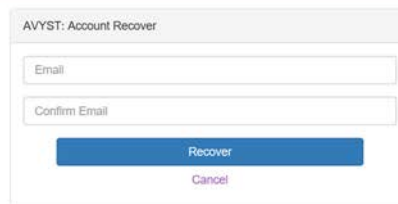
AVYST eForms Wizard

Quick Start Guide

Creating your Agency Profile/Licensed Manager (??, maybe we want to keep the lingo they will see)

1. Open the credential email you received from support@avyst.com
2. Click on the “validate” link and you will be brought to a page to recover your account

Login



AVYST: Account Recover

Email

Confirm Email

Recover

Cancel

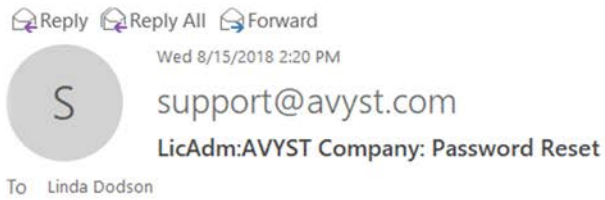
3. Confirm your email address and click on “recover account”
4. A confirmation will show as follows, and an email will be sent to you. Be sure to check your SPAM folder for the email.

Login

An email has been sent with further instructions on how to reset your password

Access to this server is restricted.
Please login.

5. Open the email and click on the “recover” link



AVYST: Recover your account

AVYST: Please click [here](#) to recover your account

6. Type in the password you would like to use and click “Reset”

A screenshot of a web form titled 'AVYST: Create Password'. It contains two text input fields: 'Password' and 'Confirm Password'. Below the fields are two buttons: a blue 'Reset' button and a smaller 'Cancel' button. A purple navigation bar at the top right of the page contains a 'Login' link.

7. You will then be brought to the home screen, click on “login” and enter your email address and created password

A screenshot of a login screen. At the top right, a purple navigation bar contains a 'Login' button, which is circled in yellow. Below the bar, the text reads: 'Access to this server is restricted. Please login.'

- After you have successfully logged-in you will need to click on “My Account” and you will see your agency information. This is where you will be able to create new user profiles for agency staff (based upon the existing agency information). Simply, click on “Clone” link.

Home **My Account** New User Linda Dodson -

person List with 1 items

FirstName	MiddleName	LastName	UserName	UserStatus	UserGroup	Phone	Address	Email	eForms Wizard License	Association	Tenant	Display Creds	Email Creds	Edit	Clone
Linda		Dodson	LDodson	700	611	860.372.1134	3025 S Parker Rd,Suite 110;Aurora,Colorado,80014	linda@avyst.com	308	PIA National	Avyst-AsPIANational	Display Credentials	Send Credentials	Edit	Clone

- Edit the pre-filled information with the new user’s information and then click “Create”

Item Cloned Successfully!

Person:Create

GID : Tenant=3580; Association=208:

First Name*	Linda
Middle Name	letters
Last Name*	Dodson
User Name*	LDodson
Phone Number*	1 860 372 1134 Extension 0
Address	3025 S Parker Rd
Address 2	Suite 110
Unit	text
City	Aurora
State	Colorado
Zip Code	80014
Country	USA
Email Address*	linda@avyst.com

* Required

Create Cancel

- You will then be brought back to your MyAccount home page, scroll over to the right and click on send credentials

Linda Dodson -

Send Credentials below to email the eForms Wizard Credentials to your employee.

Error occurred updating item information.

Name	LastName	UserName	UserPassword	AssociationMemberID	UserStatus	UserGroup	Phone	Address	Email	eForms Wizard License	Display Creds	Email Creds	Edit	Clone	Delete
	Dodson	LDodson	NA	999999	700	611	860.372.1134	3025 S Parker Rd,Suite 110;Aurora,Colorado,80014	linda@avyst.com	308	Display Credentials	Send Credentials	Edit	Clone	Delete
	Guerrero	Iguerrero		999999	700	611	1.860.372.1134	3025 S Parker Rd,Suite 110;Aurora,Colorado,80014	support@avyst.com	308	Display Credentials	Send Credentials	Edit	Clone	Delete



11. The new user will receive an email with their license credentials and a link to download Avyst eForms Wizard. *Continue the same process to add additional user profiles.*

Downloading the eForms Wizard software

1. From the credential email click on the “download” link. You should immediately be taken to the download server, or to the Training and Resource page. To download from the Training and Resource page, you will need to scroll down to find “download now” link.
2. You will then be redirected to the eForms Wizard download server



User License Manager

Download

UserName	<input type="text" value="userid"/>
Email Address	<input type="text" value="user@agencydomain.com"/>

3. Type in your user name (from your credential email) and email address and click “Submit”

4. You will be brought to the download screen, click on the download eForms Wizard

User License Manager

EmailAddr	UserName	Get Application	What's New In This Release
linda@avyst.com	ldodson	Download eFormsWizard Version 1.1.856.0404	Readme

Download

UserName	<input type="text" value="userid"/>
Email Address	<input type="text" value="user@agencydomain.com"/>



5. You will then be prompted to save, run or cancel. Select “run”



6. You will then see the Install Shield begin to run, with some systems you will also need to verify the security of the software (often found running in the background)
7. The software should take 5-7 minutes to download.
8. No need to remember additional passwords, after you have logged in for the first time, you will not need to input your information into Avyst eForms Wizard again to start the software.

**You are now ready to start capturing your customer’s data
The Wizard Way!**