Hi \_\_\_\_\_\_\_,

We created artlook admin accounts for the email addresses you requested. You can now establish passwords for these accounts by following these steps:

* Go to < insert community admin URL >
* Click “Forgot Password?” on the home page
* Create a password for your admin account
* Return to the admin portal home page (linked directly above) and sign in

As a reminder, you can access the artlook admin documentation at this link: [bit.ly/artlookAdminDocumentation](http://bit.ly/artlookAdminDocumentation).

Please let us know if you have any questions!

Best,