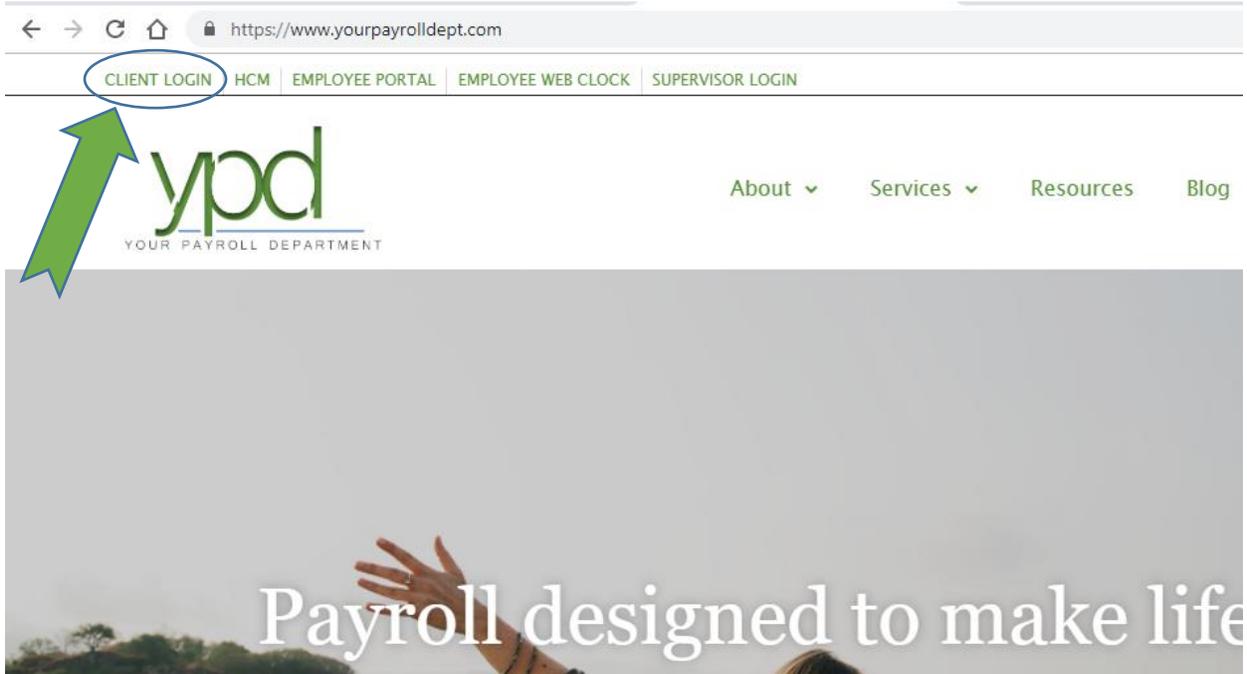**Web Client**
How to Unlock an Employee Login

1. Go to www.kaizencpas.com/ypd. In the upper left, click on CLIENT LOGIN.

2. Login to the employer portal:
   USER ID:
   PASSWORD:

3. Click on the "Employees" button on the left-hand side of the screen:

4. Click on the employee who needs their login reset, then click on the "Form View" icon on the right-hand side of the screen:

5. Select the Employee Portal tab on the left-hand side of the screen:

6. Click the unblock button.

7. Set a temporary password, then click "OK".
8. Click the save icon to save your changes:

9. The employee can now login to their account using the temporary password you just created for them. They will be prompted to change their password and set up security questions for any future lock-outs.