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| Manager Account Sign-in | |
| *Before You Start*   1. Manager accounts must be created and permissions set by the program’s System Manager before the manager may login to their account. 2. The Manager account email address must be a unique email address. It may not be associated with a family profile. | |
| Steps   1. Go to https://v2.4honline.com 2. Enter your email address. 3. Enter your password. 4. Click the Sign in button. | Screenshots  *(Screen appearance may vary per state)* |
| Manager Password Reset | |
| *Before You Start*   1. Managers may reset their password from the login screen at any time. 2. If at any point a Manager receives a notification that their password has expired, they should follow these steps to set a new password. | |
| 1. Go to <https://v2.4honline.com>. 2. Click Reset Password? Below the sign-in box. |  |

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| 1. Enter your manager account email address. 2. Click “Reset your password”. 3. An email will be sent to the email address entered. 4. The email will contain a link to reset the password on the manager account. 5. After clicking the link, the manager will enter and confirm their new password. 6. Once the new password has been set, the manager will login normally with their updated password. |  |
| Tips   * Passwords of twelve (12) characters or less will expire after 180 days. * Passwords of thirteen (13) characters or more will expire after 1 year. | |