**Bentley User Registration**

Email Template

**Silent Bulk Installation**

*Administrators must notify users to complete the process. Cut and paste from the
email template below to provide your users with download and sign-in instructions.*

Dear Bentley application user,

Our organization must have all users complete the process below to comply with Bentley’s recent sign-in requirement. As our account’s administrator, I have added your email address to begin the registration and will install the CONNECTION Client to your machine. Once the CONNECTION Client has been successfully installed, please complete the steps below by ***[\_\_\_\_\_\_DATE\_\_\_\_\_\_]***.

1. Open the CONNECTION Client and the sign-in window will appear.

2. Using your email address as your log-in, click *Forgot password* to create new password.

3. Sign in to the CONNECTION Client with your new password.

**You must complete all three steps to successfully complete the registration.**
If you experience any technical issues, please contact ***[\_\_\_\_\_\_ADMIN INFO\_\_\_\_\_\_]***.

