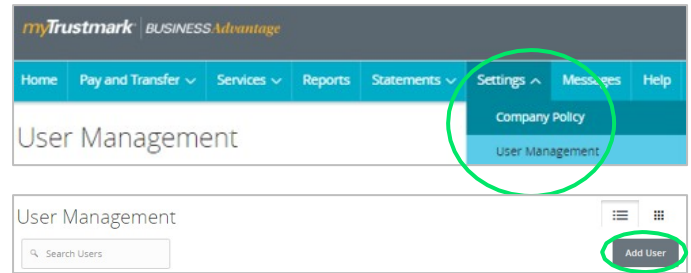


## Create New Users

1. Select **Settings** and then select **User Management**.



2. Select the **Add User** button.

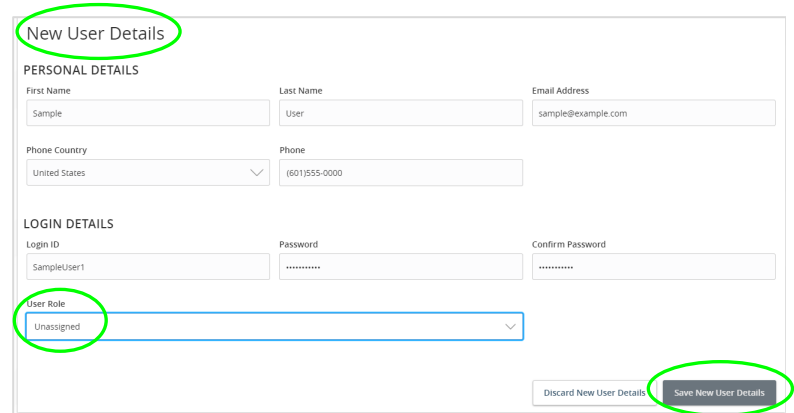
3. Complete all fields on the new user form.

NOTE: The Password you assign is temporary. The user must login and change the password within 72 hours or the password expires.

4. Assign a **User Role** to the user.

NOTE: The user will not be able to log in without an assigned User Role. See the User Role Guide for detailed instructions.

5. Select the **Save New User Details** button.



The 'New User Details' form is shown with the following fields and options:

- PERSONAL DETAILS**
  - First Name: Sample
  - Last Name: User
  - Email Address: sample@example.com
  - Phone Country: United States
  - Phone: (601)555-0000
- LOGIN DETAILS**
  - Login ID: SampleUser1
  - Password: [masked]
  - Confirm Password: [masked]
  - User Role: Unassigned

The 'Save New User Details' button is highlighted in the bottom right corner.

## Update Existing Users

1. Select **Settings** and then select **User Management**.

2. All existing online users will be listed on the screen.

3. Select the **Pencil icon** next to the existing user to be updated.



User	Email Address	Role	Status	Last login
Sample Employee	sample@company.com	Company Admin B	Active	

The pencil icon next to the 'Sample Employee' user is highlighted.

4. One of three update actions may be made to an existing user:
  - a. Select **Edit Status** and **Deactivate User** to disallow a user from logging in without completely deleting the user.
  - b. Select the **User Role** drop down menu to update the User Role for a user. Click **Update Role** upon completion.
  - c. Select the **Delete** button to permanently delete the online user. This action cannot be undone.

Note: The user role update will go into effect upon the user's subsequent logon after the change has been made.

## Contact Information & Password

- Users may update their contact information by selecting **Settings** and then **Profile**.
- If a user forgets his/her password, the **Forgot Your Password** option at login may be used. If locked out, the user may contact their Company Administrator to be unlocked.