

EDIT USERS

The Edit Users area is used to add new users, change user contact information or passwords on existing users and to update the access rights of users.

Add New Users

EDIT USERS

Step 1. Press the *Edit Users* tab at the top of the **ADMIN MAIN** page.

Step 2. The **USERS** page will display a list of active users on the account. Scroll to the bottom of the page and press the **Add New Users** button to continue.



Step 3. Enter applicable information for each new user. All fields shaded in blue are required.

First Name	Last Name	UserName	E-Mail	Phone	Password	Confirm Password	Password Expiration Cycle	Password Expire at First Login	Add/Edit Orders	View All Orders	Admin
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	90 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	90 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	90 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	90 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	90 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 4. Press the **Add** button once the applicable information has been entered for the new user. If the submit was successful, the user will be brought back to the list of active users for the account and the new entries can be reviewed. If an error occurred, the user will be brought back to the **ADD NEW USER** page. The top of this page will list the errors that occurred in red. Fix the error that occurred and press **Add** when done.

Note: The most common error is that the selected username is not unique – i.e. another user on the system has that username. To fix this error, either add characters to the username or request a new username.