

## To add a user:

1. Log in using your **username** and **password**.
2. Click on **'Administrator Menu'**
3. In the left hand column click on **'Users'**.
4. Click on **'Add a new user'** then click the next button.
5. Enter user information.  
(Password must be at least five characters and cannot be the same as the username or 123456. The preferred password format is alphanumeric i.e. 'bob123')
6. **Extended properties** info is not required - click next.
7. **Extended options** are not required - click next.
8. **User photo** is optional - click next.
9. Highlight your **dealer number** then click the arrow as shown.
10. Click **'Finish'**.

This graphic demonstrates the **Administrator Menu** and where to click to add a new user.

This graphic shows one of the options that isn't required to add a new user

This graphic demonstrates the process of highlighting your dealer number and assigning a user to that group.