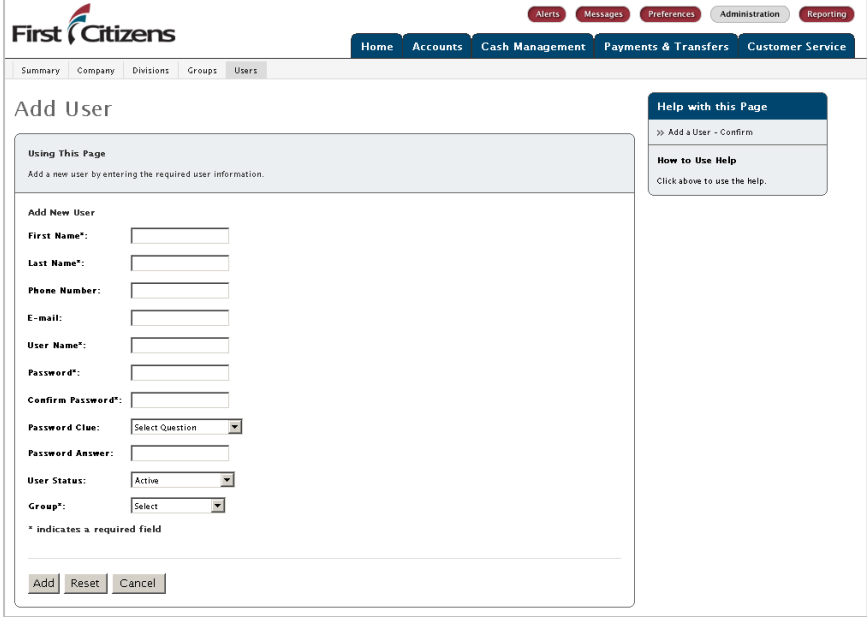


Add a New User (Admin)

Step	Action
1.	On the Home Page, click the Administration button, enter your PIN and Digital Security Number and the Summary screen displays.
2.	Click the Users tab and the Manage Users screen displays.
3.	<p>Click Add User and the Add User screen displays. Enter the user's information (e.g., name, phone #, etc.) in the appropriate fields.</p> 
4.	Select Active from the User Status drop down list. Active status means the user can sign in and access all permitted services and accounts.
5.	Select the user's group from the Group drop down list. Note: The user will inherit the permissions of the <u>entire</u> group.
6.	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Click Add to create the new user and the Confirm Add User screen displays. <ul style="list-style-type: none"> ✓ Click Done to add the user and return to the Manage Users screen. • Click Reset to restore all the fields to their original values and remain on the Add Users screen to make any necessary changes. • Click Cancel to return to the Manage Users screen without creating a new user.