PARTNER USERS

CREATE NEW CONTACT/USER

FILTER BY : NONE

USER LIST

DOWNLOAD SELECTED

USER ID	NAME	DEPARTMENT	JOB TITLE	LAST LOGIN
ABC@XYC.COM	ABC	LOREM IPSUM	LOREM IPSUM	06 AUG 2015
ABC@XYC.COM	ABC	LOREM IPSUM	LOREM IPSUM	06 AUG 2015
ABC@XYC.COM	ABC	LOREM IPSUM	LOREM IPSUM	06 AUG 2015
ABC@XYC.COM	ABC	LOREM IPSUM	LOREM IPSUM	06 AUG 2015
ABC@XYC.COM	ABC	LOREM IPSUM	LOREM IPSUM	06 AUG 2015

CREATE PARTNER USER

STEP 01 | CREATE PARTNER CONTACT

ADD CONTACT

*Salutation
*First name
*Last name
*Business email
Office number
Mobile number
*Language

MAILING ADDRESS

Street
P. O. Box
City
State/ Province
Postal code
Country
Postal user? YES NO

NEXT →

STEP 02 | ENTER USER INFORMATION

STEP 03 | SELECT A METHOD

STEP 04 | CREATE PARTNER ACCOUNT

STEP 05 | REVIEW PERMISSIONS

CREATE PARTNER USER

STEP 01 | CREATE PARTNER CONTACT

STEP 02 | ENTER USER INFORMATION

USER ACCOUNT

Salutation

First name

Last name

Business email

* User ID

Department

Job profile

User type

Language

Partner super user? YES NO

NEXT →

STEP 03 | SELECT A METHOD

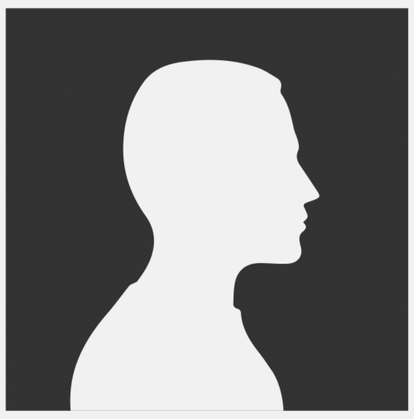
STEP 04 | CREATE PARTNER ACCOUNT

STEP 05 | REVIEW PERMISSIONS

PARTNER USER ACCOUNT CREATED

Partner user account has been created. Email has been sent.

PROFILE DETAILS



Email

Department

User profile

CHANGE PERMISSIONS

VIEW USER LIST

CREATE ANOTHER USER

BACK TO HOME