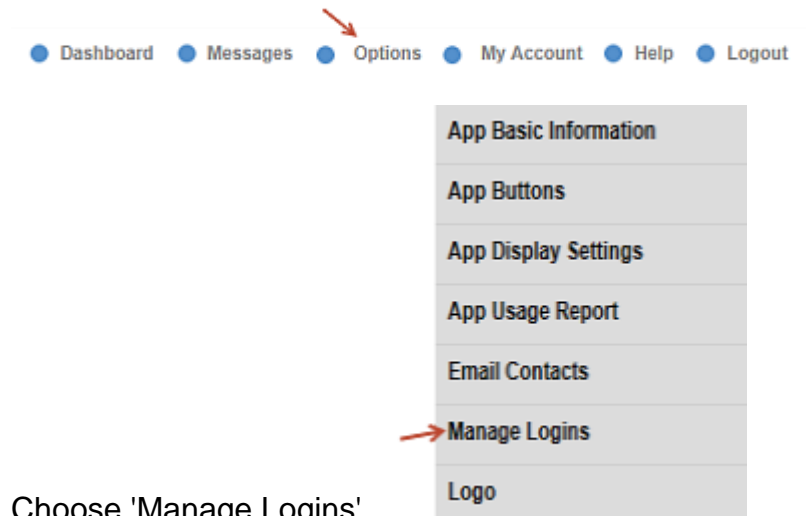


## Create Multiple Associates Logins

Note: Only administrators are allowed to create associates.

From the Dashboard:

1. Select 'Options' in the header.



2. Choose 'Manage Logins'.

3. Select 'Create Associate'.



4. Enter associate information, email address and a password.

First Name:

Last Name:

Email Address:

(Login details will be sent to this email address.)

Password:

(Note: Passwords are case sensitive and must contain between 6-15 alphanumeric characters.)

Confirm Password:

5. Click 'Save'.
- A red rectangular button with the text 'Save'.
6. Refer to [Create/Change Associate Permissions](#) in the Help Menu to specify what each associate is able to do.