Create Multiple Associates Logins

Note: Only administrators are allowed to create associates.

1. 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 alpha/numeric characters.)

Confirm Password:

2. By checking the box by 'Admin – Full Access', Admin - Full Access: ☑
you give <u>full control</u> of the program's features to thisassociate.

3. Click 'Save'. Save

4. Refer to Create/Change Associate Permissionsin the Help
Menu to specify what each associate is able to do.