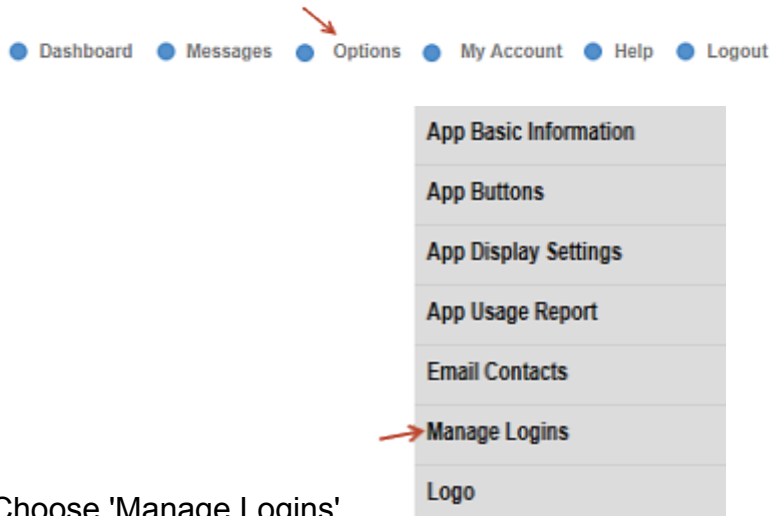


Create Multiple Associates Logins

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.

A screenshot of the 'Create Associate' form. It contains input fields for 'First Name:', 'Last Name:', 'Email Address:', 'Password:', and 'Confirm Password:'. Below the 'Email Address' field, there is a note: '(Login details will be sent to this email address.)'. Below the 'Password' field, there is a note: '(Note: Passwords are case sensitive and must contain between 6-15 alphanumeric characters.)'. A blue 'Create Associate' button is visible at the top right of the form area.

5. By checking the box by 'Admin – Full Access',  you give full control of the program's features to this associate.
6. Click 'Save'. 
7. Refer to [Create/Change Associate Permissions](#) in the Help Menu to specify what each associate is able to do.