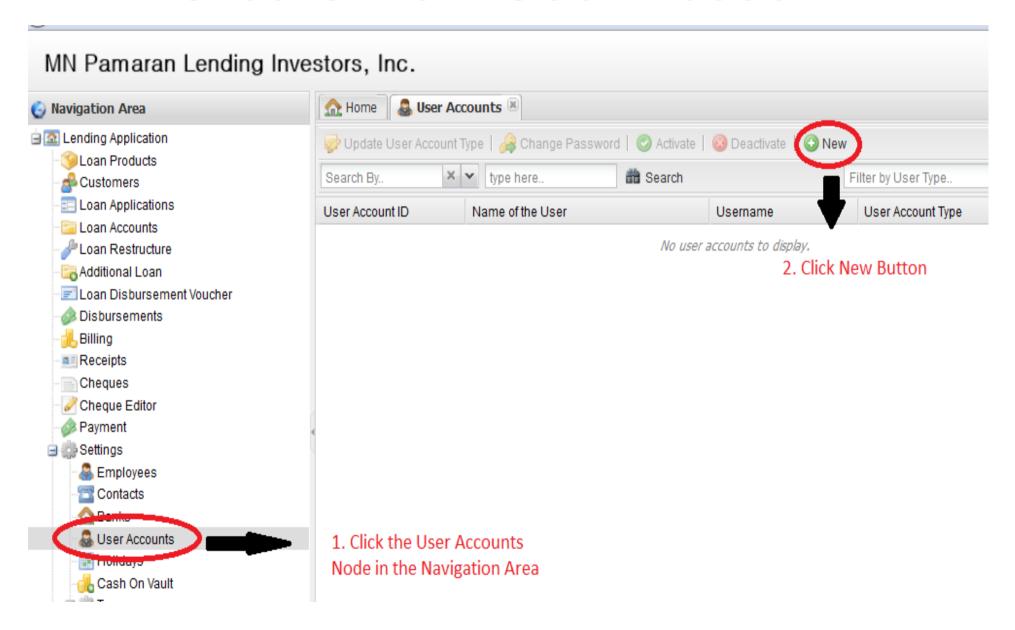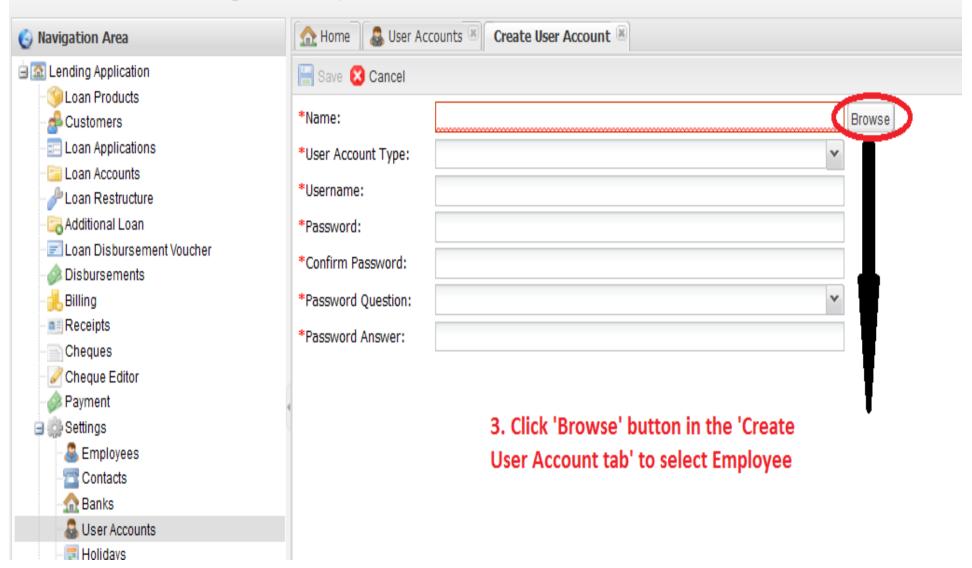# How to Use User Accounts Node
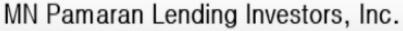
- New
- Activate/Deactivate
- Change Password
- Update User Account Type

Create New User Account

MN Pamaran Lending Investors, Inc.

Navigation Area

- Lending Application
  - Loan Products
  - Customers
  - Loan Applications
  - Loan Accounts
  - Loan Restructure
  - Additional Loan
  - Loan Disbursement Voucher
  - Disbursements
  - Billing
  - Receipts
  - Cheques
  - Cheque Editor
  - Payment
  - Settings
    - Employees
    - Contacts
    - Banks
    - User Accounts
    - Holidays

| Home | User Accounts | **Create User Account** |

Save   Cancel

| *Name: | | Browse |

*User Account Type:

*Username:

*Password:

*Confirm Password:

*Password Question:

*Password Answer:

3. Click 'Browse' button in the 'Create User Account tab' to select Employee

MN Pamaran Lending Investors, Inc.

Navigation Area

- Lending Application
  - Loan Products
  - Customers
  - Loan Applications
  - Loan Accounts
  - Loan Restructure
  - Additional Loan
  - Loan Disbursement Voucher
  - Disbursements
  - Billing
  - Receipts
  - Cheques
  - Cheque Editor
  - Payment
- Settings
  - Employees
  - Contacts
  - Banks
  - User Accounts
  - Holidays

5. Click Select button

Home | User Accounts | Create User Account | **Allowed Users Pick List**

Select | Cancel

Party Id	Name	Address
4	Miranda, Kae	Barangay, City, Philippines, 6700
5	Catubig, JP	Barangay, City, Province, Philippines, 6700

4. Select Employee

MN Pamaran Lending Investors, Inc.

Navigation Area

- **Lending Application**
  - Loan Products
  - Customers
  - Loan Applications
  - Loan Accounts
  - Loan Restructure
  - Additional Loan
  - Loan Disbursement Voucher
  - Disbursements
  - Billing
  - Receipts
  - Cheques
  - Cheque Editor
  - Payment
  - **Settings**
    - Employees
    - Contacts
    - Banks
    - User Accounts
    - Holidays
    - Cash On Vault

7. Click Save button

Home | User Accounts | **Create User Account**

💾 Save ❌ Cancel

*Name:	Catubig, JP [Browse]
User Account Type:	Loan Clerk ▾
*Username:	jpcatubig
*Password:	••••••
*Confirm Password:	••••••
*Password Question:	What was the name of your first school? ▾
*Password Answer:	UP Lahug

6. Fill Required Fields / Necessary data

Note: Require Fields are those with * before the column name

💾 Save   ❌ Cancel

*Name:	Catubig, JP [Browse]
*User Account Type:	Loan Clerk ▾
*Username:	jpcatubig
*Password:	••••••
*Confirm Password:	••••••
*Password Question:	What was the name of your first school? ▾
*Password Answer:	UP Lahug

This will appear if User Account was successfully saved.
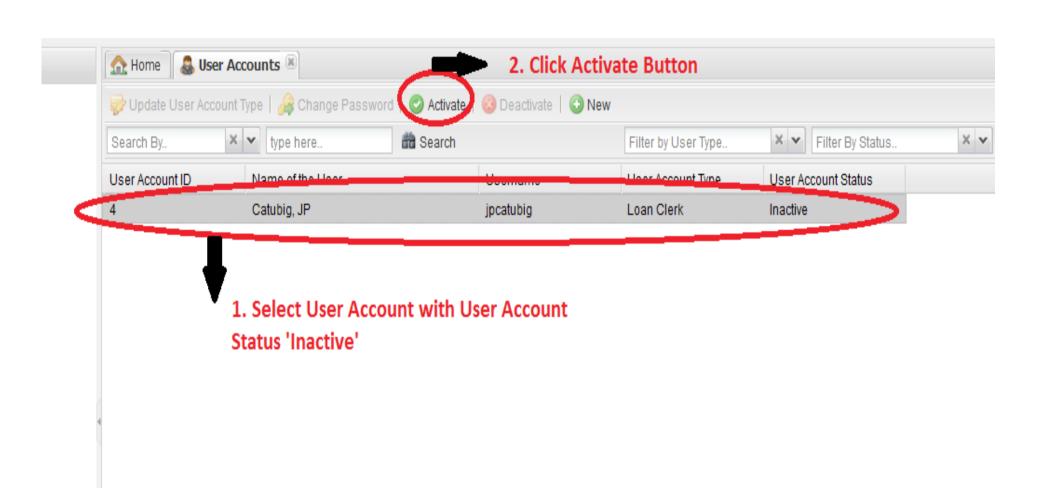
⬅

Status

Successfully added a new user account.

[OK]

Deactivate User Account

MN Pamaran Lending Investors, Inc.

Activate User Account

Home | User Accounts [x]

Update User Account Type | Change Password | Activate | Deactivate | New

Search By.. [x] [v] | type here.. | Search | Filter by User Type.. [x] [v] | Filter By Status.. [x] [v]

User Account ID	Name of the User	Username	User Account Type	User Account Status
4	Catubig, JP	jpcatubig	Loan Clerk	Inactive

Confirmation [x]

? Are you sure you want to activate the selected user account?

Yes   No

3. Click Yes

Change Password

MN Pamaran Lending Investors, Inc.

Navigation Area

- Lending Application
  - Loan Products
  - Customers
  - Loan Applications
  - Loan Accounts
  - Loan Restructure
  - Additional Loan
  - Loan Disbursement Voucher
  - Disbursements
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  - Cheque Editor
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  - Settings
    - Employees
    - Contacts
    - Banks
    - User Accounts
    - Holidays
    - Cash On Vault

5. Click Save

Home | User Accounts | **Change Password User Account**

Save | Close

Field	Value
Name:	Catubig, JP
Username:	jpcatubig
*New Password:	●●●●●●●●
*Confirm New Password:	●●●●●●●●

3. Enter new password

4. Confirm new password

Update User Account Type

| 🏠 Home | 👤 User Accounts ⊠ | **Update User Account Type** ⊠ |

Edit ⟵ **3. Click 'Edit' button**

*Name: | Catubig, JP

*Username: | jpcatubig

*User Account Type: | Loan Clerk

MN Pamaran Lending Investors, Inc.

Navigation Area

- 🏠 Lending Application
  - 📦 Loan Products
  - 👥 Customers
  - 📋 Loan Applications
  - 📁 Loan Accounts
  - 🔧 Loan Restructure
  - 📗 Additional Loan
  - 📄 Loan Disbursement Voucher
  - 💵 Disbursements
  - 📊 Billing
  - 📇 Receipts
  - 📄 Cheques
  - ✏️ Cheque Editor
  - 💵 Payment
  - ⚙️ Settings
    - 👤 Employees
    - 📇 Contacts
    - 🏠 Banks
    - 👤 User Accounts
    - 📅 Holidays

💾 Save ➡️ **5. Click Save button**

*Name: Catubig, JP

*Username: jpcatubig

*User Account Type: Loan Clerk ▾

| Admin |
| Loan Clerk |
| Teller |
| Cashier |

➡️ **4. Select New User Account Type**