## Add a new user in Webline

Last Modified on 02/04/2020 9:19 am BST

To add a new user to your Webline account, you must be setup as a Vendor Administrator.

Start by logging into Webline.

Click into 'Users' in the main menu, then 'Add New User'.

SYNAPTIC WEBLINE		Attract new protection custome WEBLINE PLAY	Find out more
Quote   Apply   Track	Documents Users Settings I Info		
Manage	Your account View Your Details Edit Your Details Change Password Log Out		Other users View All Users Add New User
Find a previous quo	te	Find a p	revious online application
Quote ref or sumame Ust my recent quotes Ust all recent quotes Show my last logins		Q Application re > Advanced sea > List my recent	rch

Complete the details of the new user, a password and select a logon type:

Add User to vendor 1st Line Support

Logon Details (* denotes mandatory Field)		
User Name	TestAccount *	
Check this box if you want a random password.		
Password	*	
Password again	*	
Password must contain a minimum of 8 characters, including uppercase, lowercase letters, at least one number and one special character.		
LogonType	* Please Select ** * III Vendor Administrator III Vendor User Vendor Read Only	
Individual Reference Number		
	Personal Details	
First Name	*	
Middle Name / Initial		
Surname	*	
	Contact Details	
Phone		
Fax		
Mobile		
Email	*	

**!!! Vendor Administrator !!! -** will allow the user to access all the settings area and customize Webline. This logon also includes the vendor user standard functionality.

**Vendor User -** will allow the user to use Webline to obtain quotes and apply electronically.

Vendor Read Only - is a read only account.

Complete the remaining user details and check the box at the bottom of the screen to automatically e-mail these new details to the user.

	Personal Details
First Name	*
Middle Name / Initial	
Surname	*
	Contact Details
Phone	
Fax	
Mobile	
Email	×
Check this box if you want the log on details to be sent to the new user.	
	Add User

Select Add User to save the details.

Note: The user will be prompted to change their password when they login for the first time.