

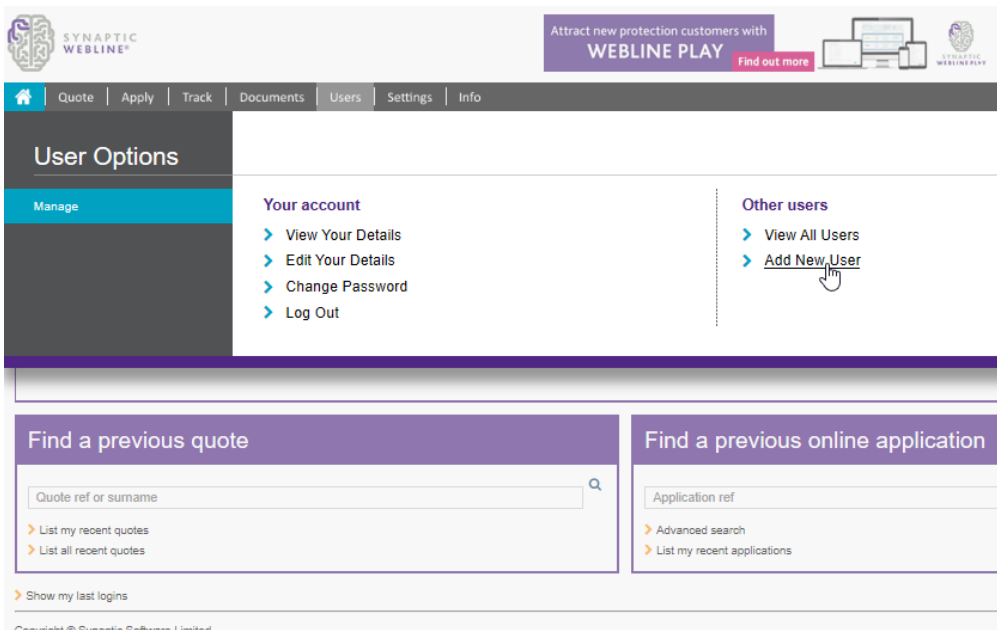
Add a new user in Webline

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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'.



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	<input type="text" value="TestAccount"/> *
Check this box if you want a random password.	<input type="checkbox"/>
Password	<input type="password"/> *
Password again	<input type="password"/> *
Password must contain a minimum of 8 characters, including uppercase, lowercase letters, at least one number and one special character.	
Logon Type	** Please Select ** *
	!!! Vendor Administrator !!! Vendor User Vendor Read Only
Individual Reference Number	<input type="text"/>
Personal Details	
First Name	<input type="text"/> *
Middle Name / Initial	<input type="text"/>
Surname	<input type="text"/> *
Contact Details	
Phone	<input type="text"/>
Fax	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/> *

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

Vendor User - will allow the user to use Weblin 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	<input type="text"/> *
Middle Name / Initial	<input type="text"/>
Surname	<input type="text"/> *
Contact Details	
Phone	<input type="text"/>
Fax	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/> *
Check this box if you want the log on details to be sent to the new user.	<input type="checkbox"/>
<input type="button" value="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.