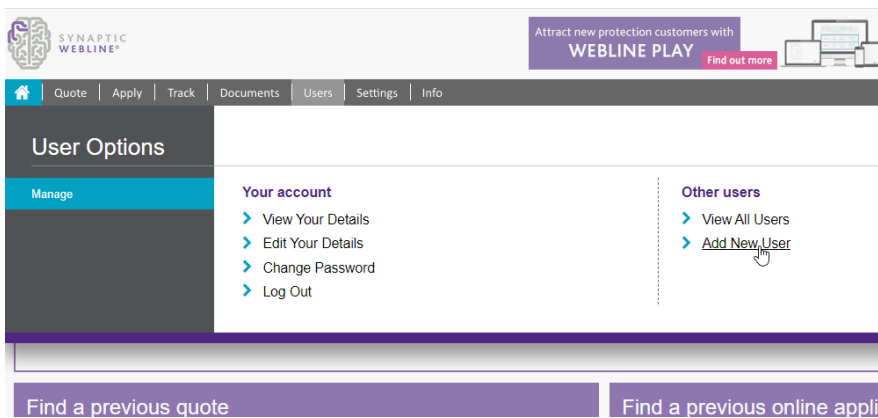


Add New User

Last Modified on 02/04/2020 9:40 am BST



By selecting this option, you can add new user accounts for Weblime for your firm. Enter the new user details, selecting the relevant **Logon Type**:

'Vendor Administrator' – will allow the user to access all the settings area and customise Weblime. This logon also includes the vendor user standard functionality.

'Vendor User' – will allow the user to use Weblime to obtain quotes and apply electronically.

'Vendor Read Only' – is a read only account.

Check the box at the bottom of the screen to automatically e-mail these new details to the user.

Select **Add User** to save the details.

Add User to vendor 1st Line Vendor Admin

Logon Details (* denotes mandatory Field)	
User Name	<input type="text"/> *
Check this box if you want a random password.	<input type="checkbox"/>
Password	<input type="text"/> *
Password again	<input type="text"/> *
Password must contain a minimum of 8 characters, including uppercase, lowercase letters, at least one number and one special character.	
LogonType	** Please Select ** ▾ *
Regulatory Details	
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"/> *
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"/>	