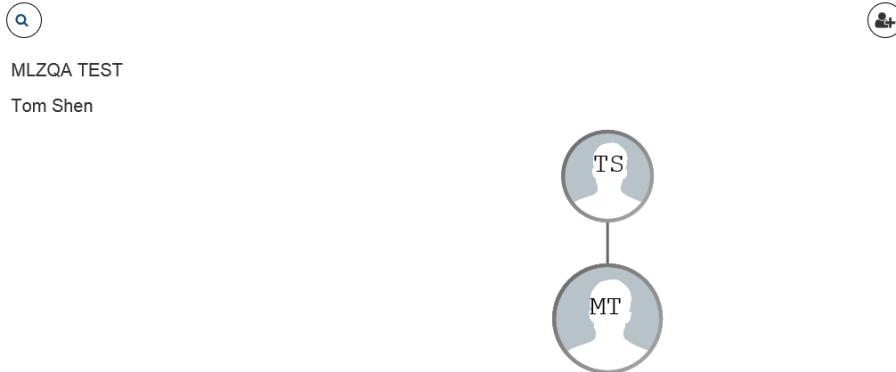


User Admin

Set up new users, reset users passwords, adjust user rights and more using the User Admin feature.

1) From the main menu, click "User Admin".



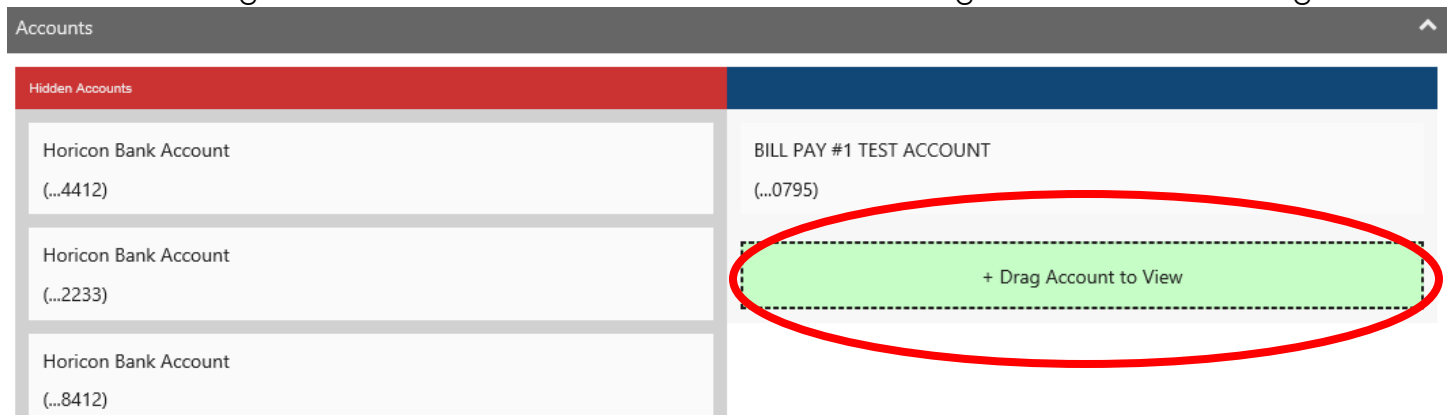
2) To create a new user select



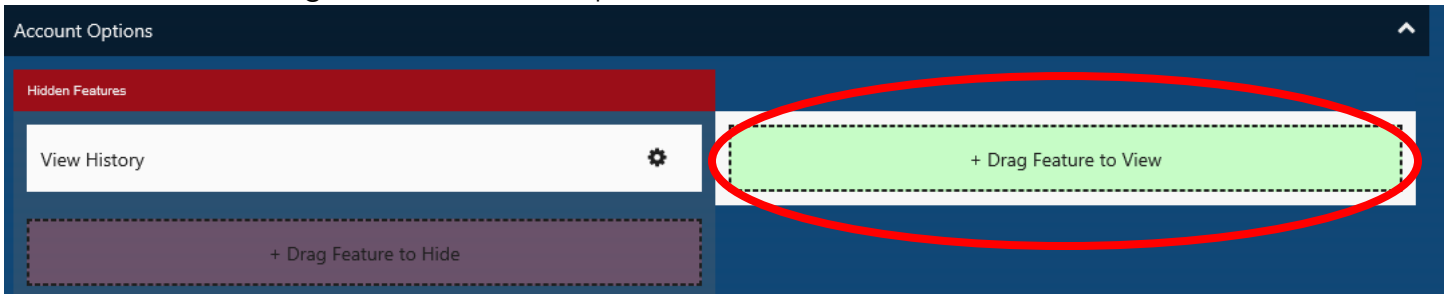
- Enter the User's Information.

A screenshot of the "User Information" form. It is divided into several sections: "User Information" (First Name, Last Name, Email, Login, Password, Confirm Password), "Contact Information" (Phone Number, Verification Method, HRT SMS Number, HRT Voice Number), and "Address Information".

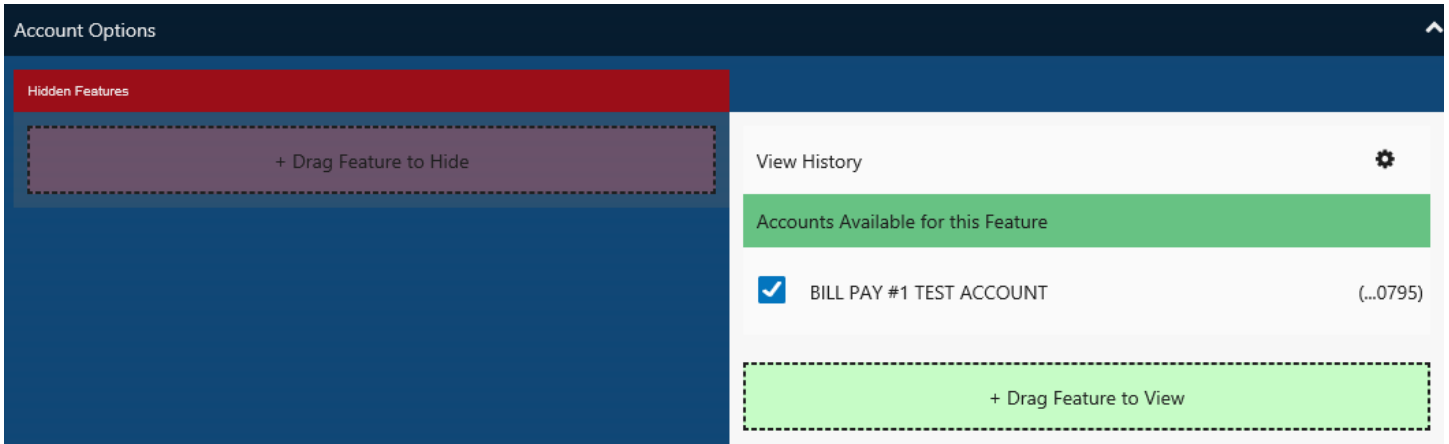
- To give the user access to accounts left click and drag the account over to right side.



- To give the user access to various Account Options, left click and drag the options over to the right side. Once complete, click Save.



- Select the accounts that should have the feature enabled.



- 3) To update an existing user, click on the user. Update any user rights or reset the user's password.

