



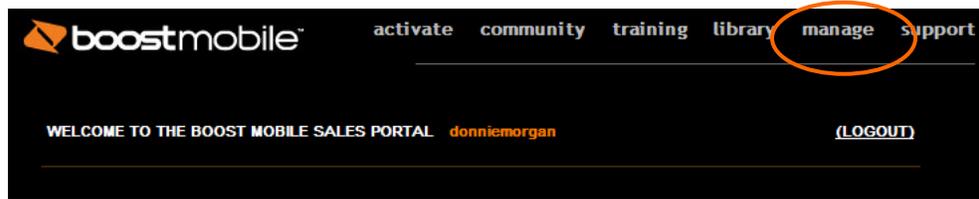
Sales Portal New User (SAG)

How to Create a New User on the Sales Portal

Introduction

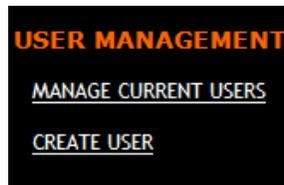
In order for an employee to activate handsets via the Sales Portal, he/she must have an employee specific user account. Remember, if the Store Admin (Owner/Manager) will be activating handsets they will need a user account as well.

Here is the process to follow to create a New User account for a Store Employee.



Once logged in to the Sales Portal, click the **manage** link.

Create another user



1. Under the **User Management** section, click **Create User**

Enter user info

2. Fill in all the required information for the **New User**
3. Click **Save**



Sales Portal New User (SAG)

Create a New User on the Sales Portal, Continued

Verify user info

Now, you can verify the information for the New User.

User Name	tstark02
First Name	Tony
Last Name	Stark
Password	TStark02
Phone	281-858-6699
Email	tstark@myemail.com
Create Another User?	
No Thanks	

4. To add another user click **Create Another User** or click **No Thanks** to return to the **Manage** area of the **Sales Portal**.
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