

# Web Link Help File:

## **User Registration**

#### **Abstract**

This help file will illustrate how to register a user to a retail or wholesale account.

#### Procedure

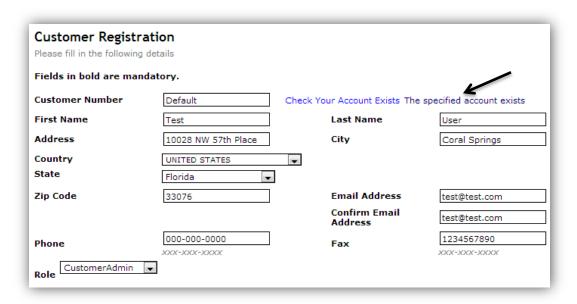
1. Navigate to "User Management" and then select "Register Wholesale or Retail User" from the drop down menu. The Customer Registration page contains several user definable fields in which the administrator can provide login and personal information.



2. The first section of the page allows the administrator to choose to register a new non-wholesale (retail) account or register a new user for an existing wholesale account. The registration page fields are similar for both types of users. For this example we will choose to create a wholesale user as it requires a few additional pieces of information than does the retail user. This is done by selecting the "Do you have an existing account?" radio button.



3. In the "Customer Number" field enter the customer account number for which the new user is to be added. After entering the customer number, click on the "Check Your Account Exists" link to the right of the customer number field. After the page refreshes, any information that is contained in the customer account database will be automatically entered into the remaining field boxes on the customer registration page. Fill in all remaining blank fields if any and assign a role for the user from the "Role" drop down box.



4. The "License Information" section provides the administrator with the number of users that can be added to the account (allotted) and how many users can still be added (remaining).



5. The "Login Info" section is where the administrator can create a username and password for the new user. Click on the "Submit" button to save and submit the new registration information or the "Clear" button to cancel the registration. After submitting the information, a login approved message page will load.

Login Info	
User Name	test user
Password	•••••
Confirm Password	••••••
	Submit Clear

### Login Approved

The login has been created and approved.