

# 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.



The screenshot shows the Web Link user management interface. At the top left is the Web Link logo with the tagline "SPECIALIZED ECOMMERCE SOLUTIONS". To the right is a search bar with the text "Start your search here" and a "Search" button. Below the logo is a navigation bar with "Customer# DEFAULT" and "Home > Contact Us". A left sidebar contains a list of menu items: "Expand All", "Start Shopping", "Order Status", "Business Tools", "Content Management", "My Account", "Email Management", "Promotion Management", "User Login Management", "Register Wholesale or Retail User", "Register an Internal User", "Register Wholesale User", "Edit User", "Add a New User Security Role", "Manage User Security Roles", "Register a Salesperson", "Manage User Preferences", "Approve Pending User Logins", and "Customer Account Management". An arrow points to the "Register Wholesale or Retail User" option. The main content area displays "Contact Us" information for Web Link Solutions Corporation, including the address "10028 NW 57th Place, Coral Springs, FL 33076", and contact details: "General Inquiries: info@weblinkcorp.com", "Sales Inquiries: sales@weblinkcorp.com", and "Support Inquiries: websupport@weblinkcorp.com". Below this is a link "Learn More About Web Link" and social media links "Follow Us on Twitter" and "Find Us on Facebook".

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.

**Customer Registration**

Items in Bold are required fields.

**Account Type**

New Account - Non Wholesale

**Do you have an existing account?**

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.

**Customer Registration**

Please fill in the following details

**Fields in bold are mandatory.**

<b>Customer Number</b>	<input type="text" value="Default"/>	<a href="#">Check Your Account Exists</a>	The specified account exists
<b>First Name</b>	<input type="text" value="Test"/>	<b>Last Name</b>	<input type="text" value="User"/>
<b>Address</b>	<input type="text" value="10028 NW 57th Place"/>	<b>City</b>	<input type="text" value="Coral Springs"/>
<b>Country</b>	<input type="text" value="UNITED STATES"/>		
<b>State</b>	<input type="text" value="Florida"/>		
<b>Zip Code</b>	<input type="text" value="33076"/>	<b>Email Address</b>	<input type="text" value="test@test.com"/>
		<b>Confirm Email Address</b>	<input type="text" value="test@test.com"/>
<b>Phone</b>	<input type="text" value="000-000-0000"/>	<b>Fax</b>	<input type="text" value="1234567890"/>
	<small>xxx-xxx-xxxx</small>		<small>xxx-xxx-xxxx</small>
<b>Role</b>	<input type="text" value="CustomerAdmin"/>		

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).

**License Information**

<b>Allotted Licenses:</b>	99999
<b>Remaining Licenses:</b>	99865

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

Password

Confirm Password

**Login Approved**

The login has been created and approved.