

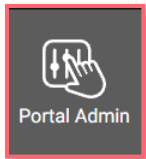
Add a User and Manage a User

Initiated By: Administrator

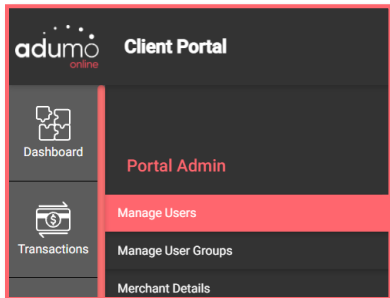
Used To: Add a New User and to Manage Users

From the Home Screen:

1. Click on **Portal Admin** on the left hand side



2. Click on the **Manage Users** button



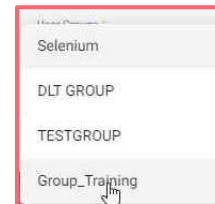
3. Select **Add a New User** on the right



4. Enter the **User details** as required

A screenshot of the "Add" user form. The form has a dark header with the word "Add" and a "Primary Contact" checkbox. The form fields are: First Name *, Surname *, Landline, Mobile Number *, Email Address *, Date Of Birth *, User Groups *, and Position *. There are "SAVE" and "Close" buttons at the bottom right.









6. Add your new user to the **Correct Group** to ensure that they have the correct access



- 7.5. Once completed, click on **SAVE**



8. You will now be able to see the newly created User

Name	Surname	Mobile Number	Email Address	User Groups	Actions
Shanee	Adams	0761479925	shanee.adams@wirecard.com	Group, Training	  
Willem	De Swardt	0721395024	willem.deswardt@wirecard.com	Admin Users	  
Andrew	Hoare	000000000	andrew.hoare@wirecard.com	Test User	  

9. You can also **see** the details of the User by clicking on the “**eye**”



10. By clicking on the “**pencil**” you can **edit** details about **User** or change permissions



11. By clicking on the “**dustbin**” you can **delete** a User

