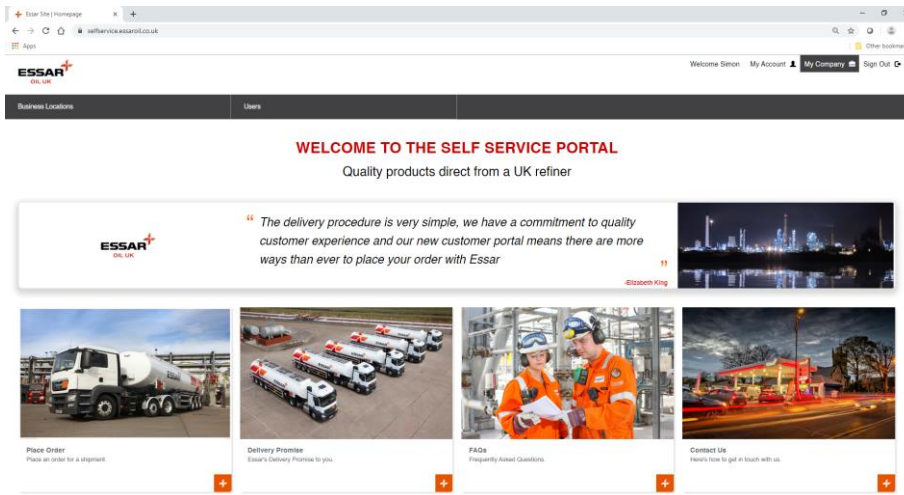


## SETUP A NEW USER

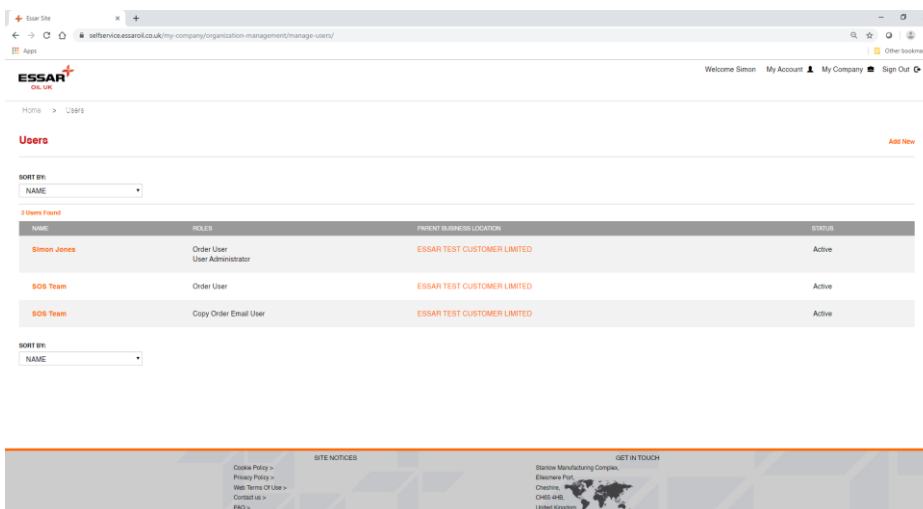
- Select the “My Company” button from the Home screen :



- Select the “Users” button :



- You are now presented with a summary of the Users associated to your account along with their roles assignment



- To add a new User, select the “Add New” button

## Add New

The screenshot shows a web browser window with the URL [selfservice.essar.co.uk/my-company/organization-management/manage-users/create](http://selfservice.essar.co.uk/my-company/organization-management/manage-users/create). The page title is "New User". The form contains the following fields and options:

- TITLE**: A dropdown menu with "PLEASE SELECT" as the current selection.
- FIRST NAME**: A text input field.
- LAST NAME**: A text input field.
- EMAIL**: A text input field.
- PARENT BUSINESS LOCATION**: A dropdown menu with "10003002\_GB01\_02\_02 - ESSAR TEST CUSTOMER LIMITED" selected.
- Roles**: A list of checkboxes:
  - USER ADMINISTRATOR
  - ORDER USER
  - ACCOUNTS USER
  - COPY ORDER EMAIL USER

At the bottom of the form area, there are two buttons: "CANCEL" (orange) and "SAVE" (red).

- Complete the user details
  - o Title
  - o First Name
  - o Last Name
  - o Email
- Parent Business Location
  - o Should not be amended,
  - o Entry should reflect your Sold To\_GB01\_02\_02 – Customer Name
- Assign a role by selecting the relevant checkbox
  - o User Administrator
  - o Order User
  - o Accounts User
  - o Copy Order Email User

**SAVE**