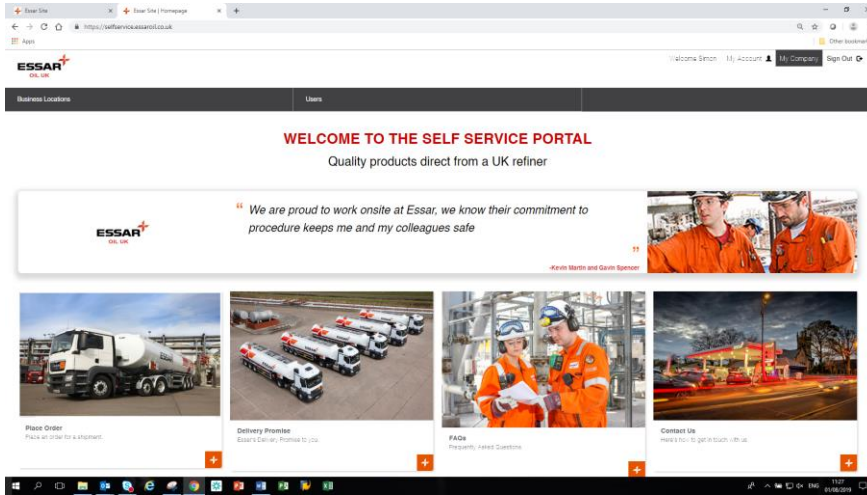


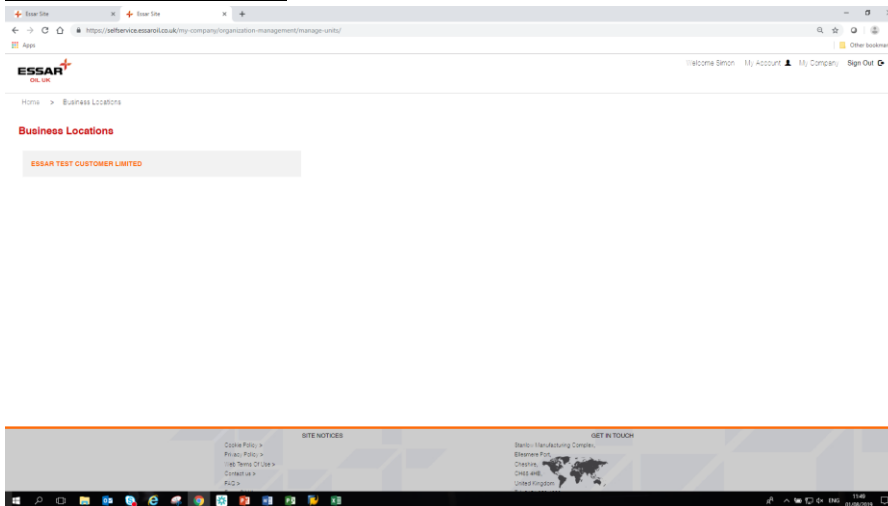
MANAGE MY COMPANY

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



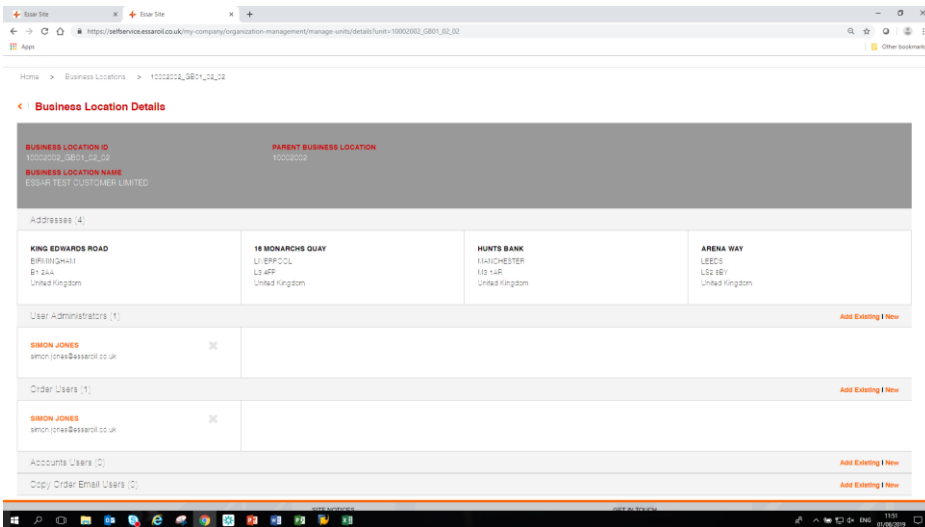
- From this screen you can see your Business Locations (delivery sites) and the Users with Self Service access to your Company account. New Users can also be managed here

BUSINESS LOCATIONS :



To see the Locations select your Company Name :

ESSAR TEST CUSTOMER LIMITED



- Note you can also see and create Users and assign which level of access they have :
 - o User Administrators – have full access and can create new users
 - o Order Users – can create orders for any of your sites (ability to restrict for individual/group of sites coming soon). Cannot access Statement and Copy Invoices functionality
 - o Accounts Users – access to Statements and Copy invoices functionality coming soon. Cannot place orders
 - o Copy Order Email Users – receive a copy of all orders place where created, functionality coming soon

- **USERS**
 - o Details all users and enables search by name
 - o Can also create new from here