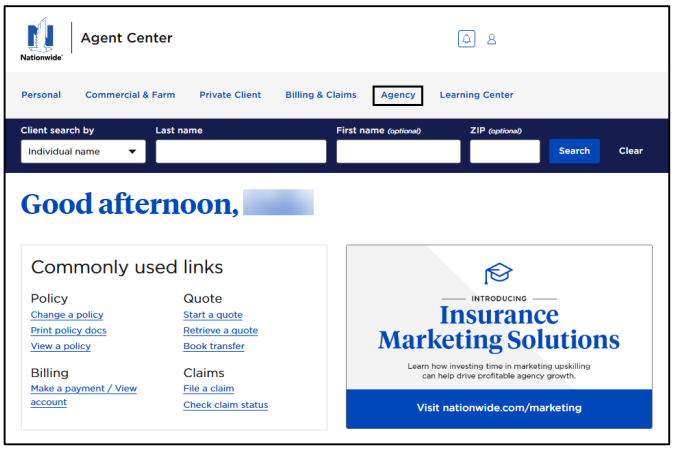
How to Add Users in Agent Center

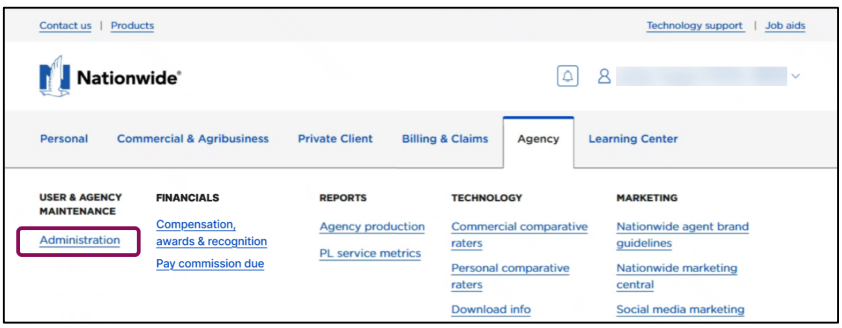
Description

This job aid describes the steps to add users in Agent Center.

Step 1

Action	Screen
From the Agent Center Workspace: • Select “Agency” tab from the top menu.	

Step 2

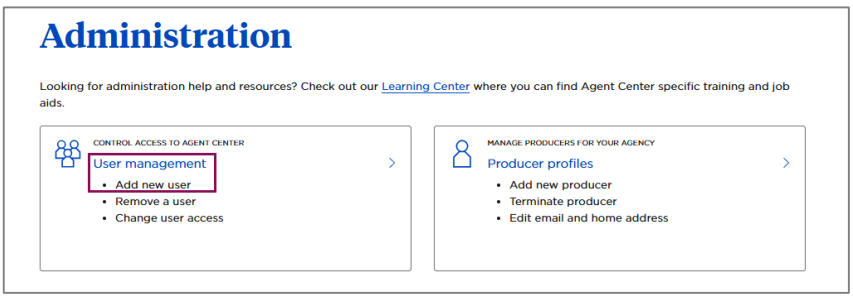
Action	Screen
From the “User & Agency Maintenance” section: • Select “Administration”.	

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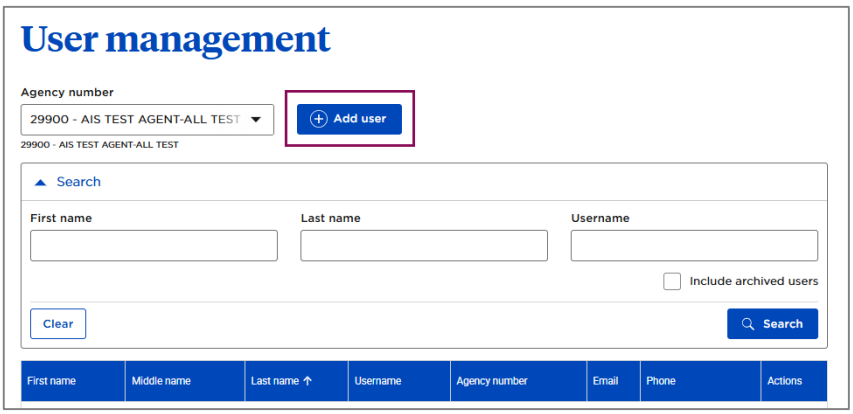
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How to Add Users in Agent Center

Step 3

Action	Screen
On the “Agent Center Administration” screen: • From the “Manage Users” tab, select the “Add User” button.	

Step 4

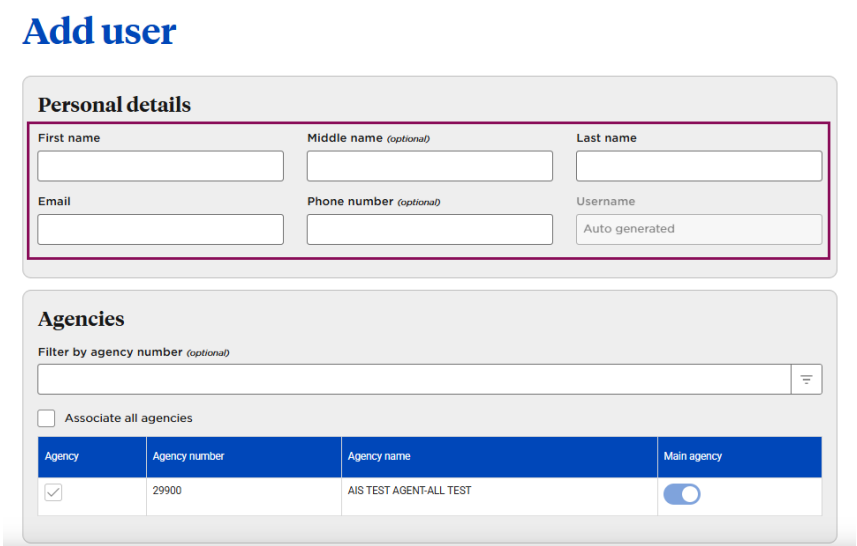
Action	Screen
On the “User management” screen: • Select the “Add User” button.	

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How to Add Users in Agent Center

Step 4

Action	Screen

From the “Add User” section:
 	
• Enter and select all required and relevant information.
 	
• Select the “Submit” button.
 	
Important Notes:
 	
• Required fields are:
  • “First Name”
  • “Last Name”
  • “Email”
 	
• The system defaults as a user with no admin access.
	

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