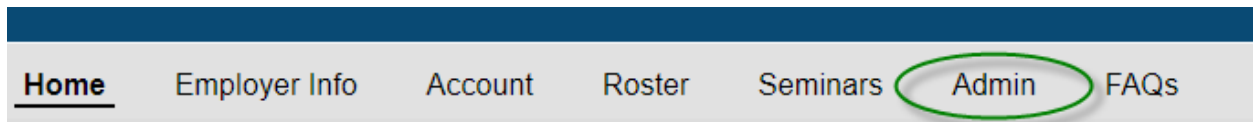
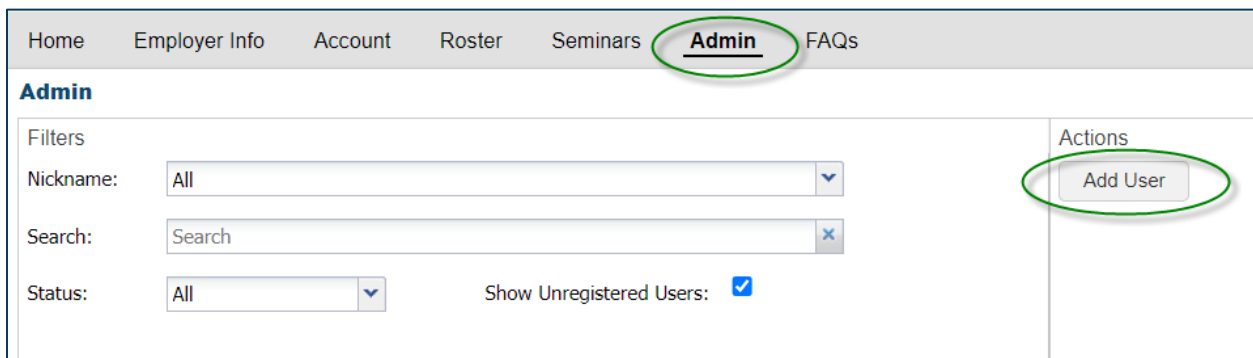


Purpose: The purpose of this function is to begin the registration process for new users. This task can only be performed by someone with an Employer Administrator role.

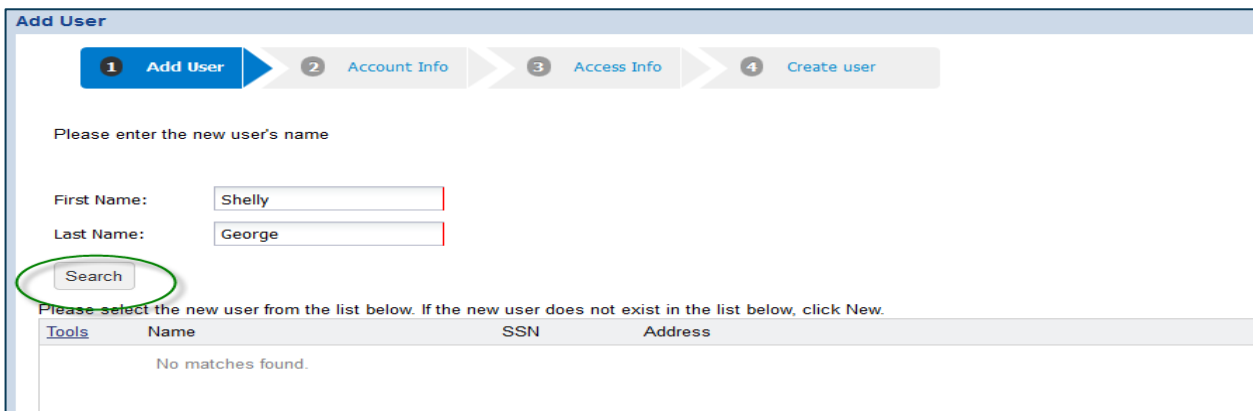
Step 1: From the main menu, select the Admin tab.



Step 2: On the Admin page in the Actions section, click the Add User button. This action will open the Add User wizard.



Step 3: In the wizard at the Add User step, enter the employee's name and click the Search button. Your search result should show "No Matches Found". Click on the New button at the bottom of the window to add the user.



Step 4: At the Account Info step of the wizard, enter the registration information and a verification field and click the Next button.

The screenshot shows the 'Add User' wizard window. At the top, there is a progress bar with four steps: 1. Add User, 2. Account Info (highlighted in blue), 3. Access Info, and 4. Create user. Below the progress bar, the text reads: 'Please enter the following information so that the new user can register and create the account.' The form contains the following fields: First Name: Shelly; Last Name: George; User: SGeorge3; E Mail: Sgeorge@test.com. Below these, there is a section for verification: Date of Birth: 05/01/1977; Primary Phone: (501) 682-8888; Ext: (empty). A yellow highlight is present under the E Mail field.

Step 5: At the Access Info step of the wizard, select the appropriate Reporting Group and security profile. Click the Confirm button.

The screenshot shows the 'Add User' wizard window at the 'Create user' step. The progress bar at the top shows four steps: 1. Add User, 2. Account Info, 3. Access Info, and 4. Create user (highlighted in blue). The text reads: 'Please confirm the details below.' The form displays the following information: First Name: Shelly; Last Name: George; User: SGeorge3; E Mail: Sgeorge@test.com; Date of Birth: 05/01/1977; Primary Phone: (501) 682-8888; Ext: (empty); Account Access: Access to Employer including all accounts; Security Profile: Employer Administrator - Employer Administrator - Access to perform HR/Payroll functions as well as maintain User Accounts Partner Access. At the bottom, there are three buttons: Cancel, Back, and Confirm (circled in green).

Step 6: At the Create user step of the wizard, review the details and click the Confirm button. This action will send an email to the employee to complete the process. All done.

Add User

1 Add User 2 Account Info **3 Access Info** 4 Create user

Please select the user's account access:

- Employer including all Reporting Groups
- Specific Reporting Groups under the Employer
 - 10594-City Of Bradford (Employer)
 - 10594-1 CITY OF BRADFORD

Please select only one security profile below:

- Payroll - No Payments - Use this role to process payroll without the ability to make payments
- Payment Processor - Use this role to make payments for payroll
- HR User - HR USER - Access to maintain the selected Reporting Unit's Employee Information
- Payroll User - PAYROLL USER - Access to submit compensation information and make payments for selected Reporting Units
- HR/Payroll User - HR/PAYROLL USER - Access to perform HR/Payroll functions for selected Reporting Units
- Employer Administrator - Employer Administrator - Access to perform HR/Payroll functions as well as maintain User Accounts