

## ADDING ADDITIONAL USERS

- 1) Log in to your essCert.com account
- 2) Click on the 'My Account' tab.

Ann-Marie Slevin Annmarie UK Client	Active Applications	Archive	Data Library	Reporting	My Account	E Logout

3) Click the 'Manage Users' button.

Manage Users		
View Client Profile		
Client Name:		Annmarie L
Type:		Exporter
Formal Undertaking For	m:	View Forma
Formal Undertaking Exp	iration Date:	26 July 201
Address 1:		12 Shop St
Address 2:		

## **5)** You can now enter the new user's details.

Add/Update Client User	
Title:* (Mr. Mrs. Miss. Ms. Other)	
First Name:*	
Last Name:*	
Language Preference:*	EN English English
Email:*	
Telephone:*	
Fax:	
Usemame:*	
Password:*	
Confirm Password:*	
Enable duplex printing for UK EC CoO?:	● No ○ Yes
Enable text only print for back page of EUR1?:	● No O Yes
User Type:*	Select
Allow user to set up new users:	
Active:	
	Cancel Submit & Send Additional User Email

4) Click the 'Add New Client User' button.

	Clie	nt: Annmai	rie UK Client
T	[ <u>Add</u>	New Client User	1
	< ва	ск	
		Active≜↓	User's Name 🛃
		$\checkmark$	Ann-Marie Slevin

6) When you have finished entering the details press the 'Submit & Send Additional User Email' button at the bottom of the page.

**7)** To deactivate a user, check the tick box to the left hand side of their name, then go to the Activate dropdown list at bottom of the table and select Deactivate and press Go.

Active 🛓	User's Name∂↓	Action	Passwor
$\checkmark$	Ann-Marie Slevin	<u>Edit</u>	Change
$\checkmark$	Laura test	Edit	Change
$\checkmark$	Testing Test	Edit	Change
$\checkmark$	Ann-Marie Slevin	Edit	Change
$\checkmark$	test setup	Edit	Change

8) To edit an existing user, click the Edit link to the right hand side of their name, when their profile opens make the necessary changes and then press Submit to save the changes.