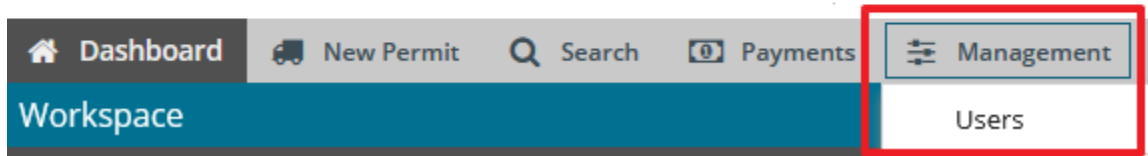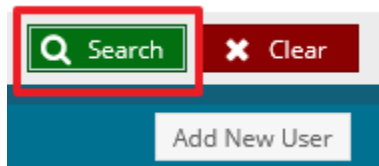Add a new user

1. Login to Permit Manager
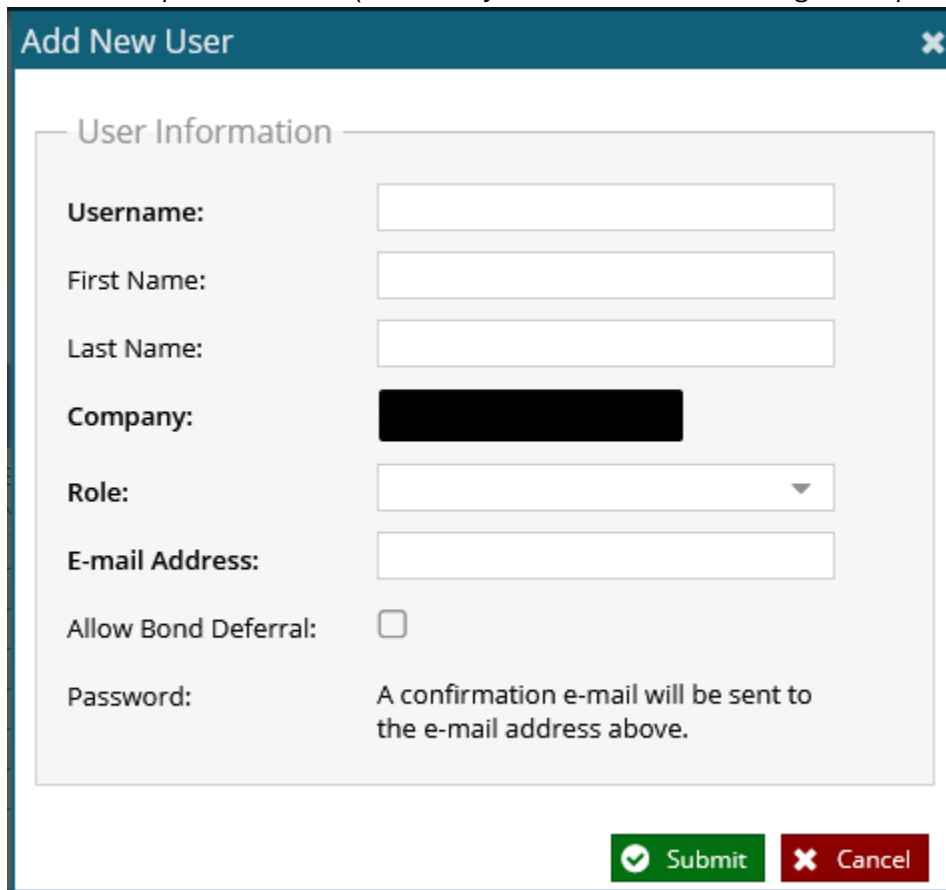2. Select Management, then Users



3. Select the Search button if a list of users is not automatically populated to check if the user already exists.



4. Select Add New User

5. Enter the requested details (Note: Only labels in bold formatting are required)



6. Select Submit to add the user. An email will be sent to the E-mail Address entered to create a password. Once created, the user should now be able to login.

To deactivate a user

1. Login to Permit Manager as an executive user role
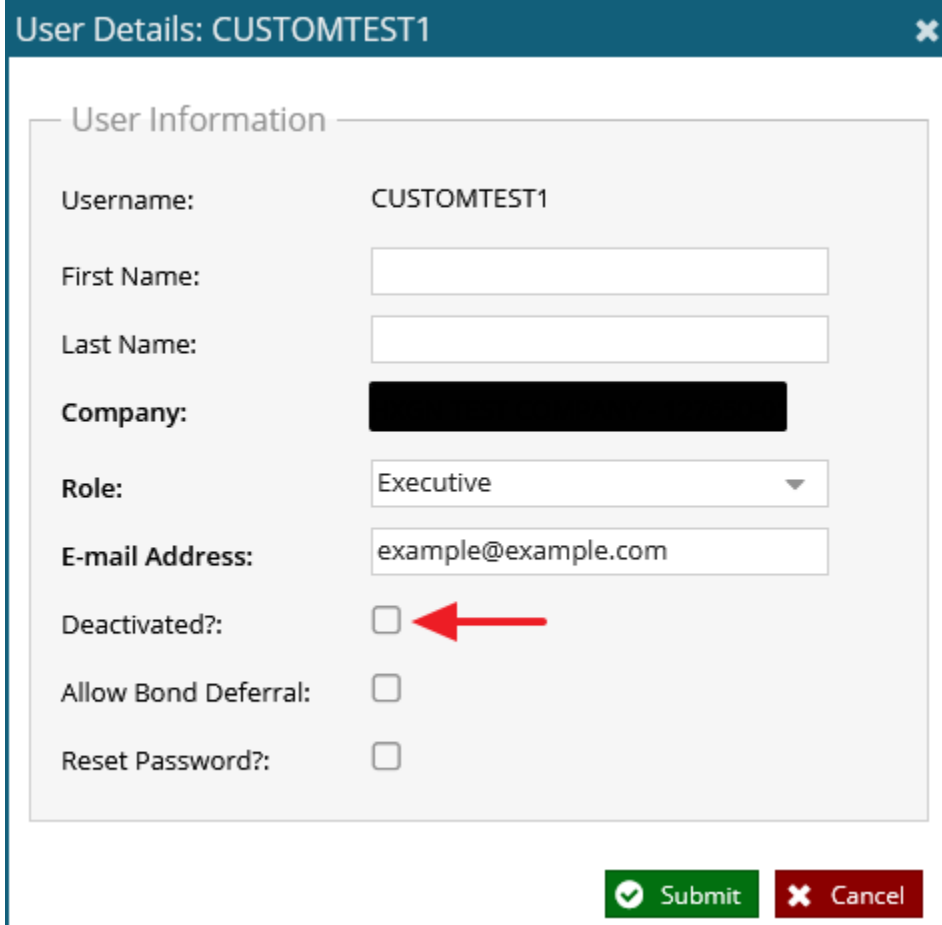2. Select Management, then Users
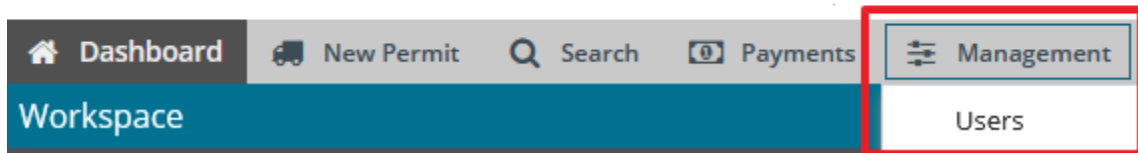
3.  Select the Search button if a list of users is not automatically populated to check if the user already exists.



4.  Select the Pencil icon next to the user account the user needs to deactivate



5.  Select Submit
6.  The Deactivated user should no longer be able to access Permit Manager.