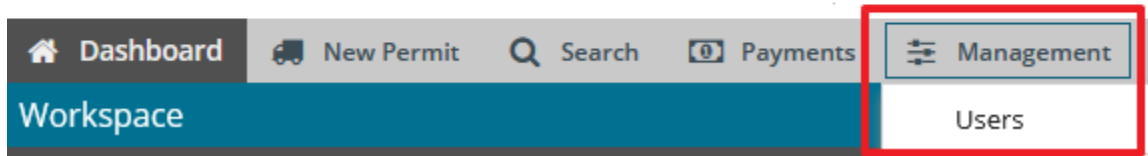
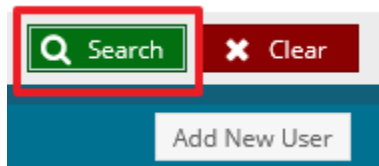


Add a new user

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



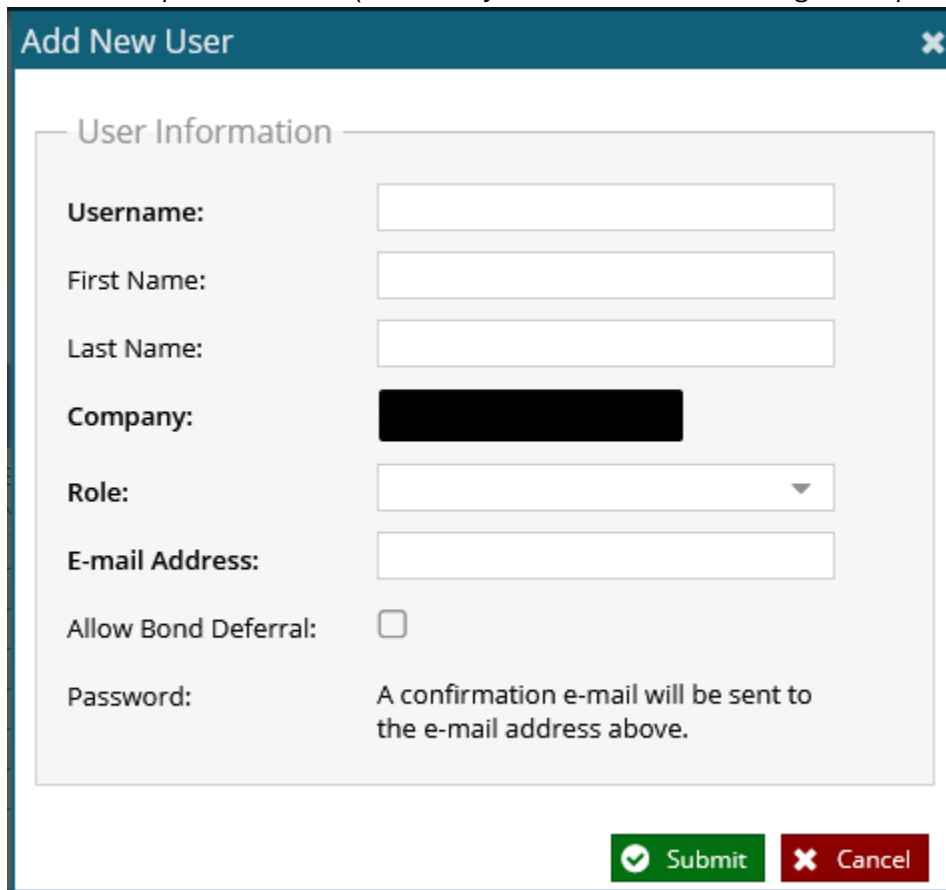
3. Select the Search button if a list of users is not automatically populated to check if the user already exists.



4. Select Add New User



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



The image shows a modal dialog box titled "Add New User" with a close button (X) in the top right corner. The dialog contains a section titled "User Information" with the following fields:

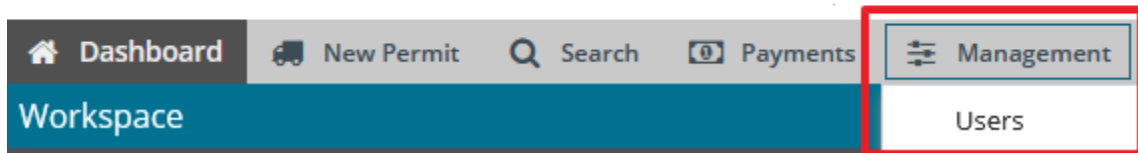
- Username:** A text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- Company:** A text input field containing a blacked-out value.
- Role:** A dropdown menu.
- E-mail Address:** A text input field.
- Allow Bond Deferral:** A checkbox.
- Password:** A text input field. To its right, a note states: "A confirmation e-mail will be sent to the e-mail address above."

At the bottom right of the dialog are two buttons: a green "Submit" button with a checkmark icon and a red "Cancel" button with an X icon.


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

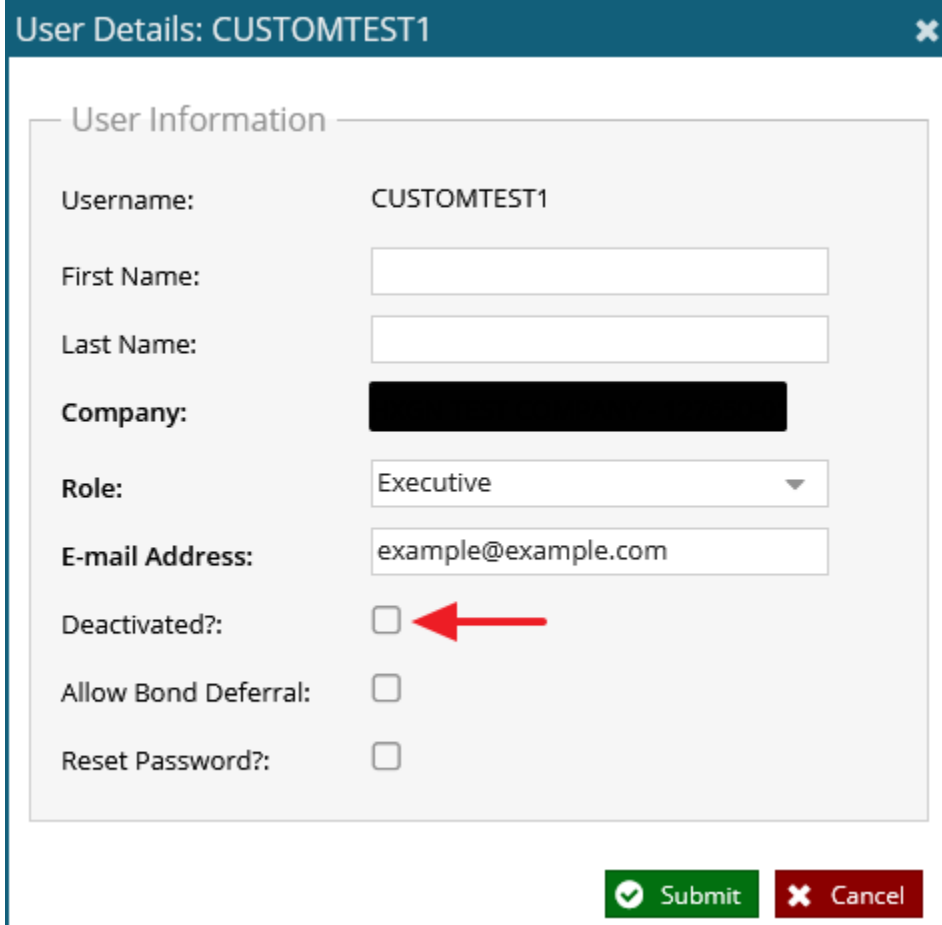


3. Select the Search button if a list of users is not automatically populated to check if the user already exists.



A user management interface with a search bar. The search bar contains a magnifying glass icon and the text 'Search'. To the right of the search bar is a red button with a white 'X' icon and the text 'Clear'. Below the search bar is a blue button with the text 'Add New User'.

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



User Details: CUSTOMTEST1

User Information

Username: CUSTOMTEST1


First Name:

Last Name:

Company:

Role:

E-mail Address:

Deactivated?: ☐ 

Allow Bond Deferral: ☐

Reset Password?: ☐

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