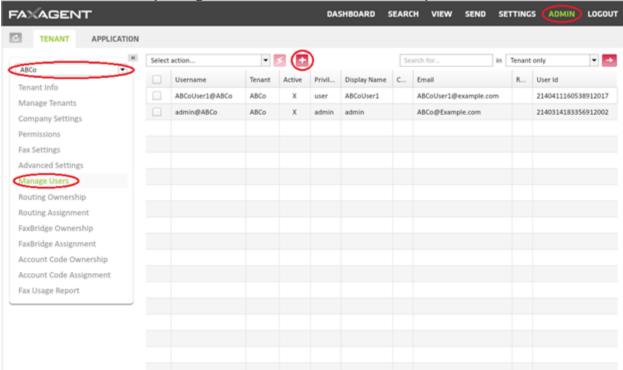
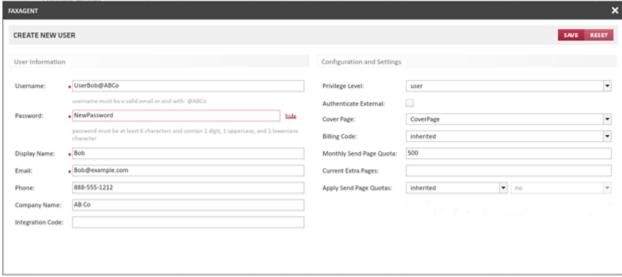
## **Creating a User - Service Provider**

- 1. Log in as an Admin to FaxAgent
- 2. Go to the Admin tab
- 3. Dropdown should say the name of the Company you are creating Users for (most of the time this will be your own company's name)
- 4. Select "Manage Users" from the list
- 5. And then select the "+" plus sign next to the "Select action..." drop down



6. Complete the info for the new User



- User Information
  - Username: This is used for the log in and must:
    - Be unique to the Tenant
    - Use either the Tenant Suffix (will display under the line) or the User's valid email address

- Password: Must be at least 6 characters and contain 1 digit, 1 uppercase and 1 lowercase character
- Display Name: Name that will display in the search fields
- Email: Must be a valid email address for the User
- Phone:
- Company Name:
- Integration Code: If this is needed it will be supplied by Axacore
- Configuration and Settings
  - Privilege Level: This can be set to
    - Admin
    - User
    - Support
    - Manager
    - Integration
  - Authenticate External: This is only to be used in conjunction with Active Directory
  - Cover Page: By selecting this field you are pre-selecting the cover page for this User
  - Billing Code: If your company uses Billing codes it can be set here
    - Inherited
      - This will be inherited from the Parent Tenant
    - User Set
      - This allows you to define a billing code for this particular User
  - Monthly Send Page Quota: Allows you to set the User quota here
  - Current Extra Pages: Allows you to set up Extra Pages from here
    - Most will not use this feature
  - Apply Send Page Quotas:
    - Inherited
      - This will be inherited from the Parent Tenant
    - User Set
      - This will allow you to turn off or on quota restriction
        - Yes = Ouota restrictions are turned on
        - No = Quota restrictions are turned off
- 7. When completed click "SAVE"
- 8. Select the refresh button in the top left hand corner
- 9. The User will now show in the Manage Users list