New User Set Up Steps - Corporate Edition

This is **not** a "How To" guide, but rather the step by step process for setting up a User through the Portal. For specifics, please see the "How To" guide with the associated step.

1. Identify the correct Tenant that you want the new user to be associated with.
   - Note: You may be the only Tenant available as a Corporate Edition customer; if so, ignore this step.
2. Create a new User in Manage Users
   - You can adjust permission after the User has been created
3. If the User is using their email to send and receive faxes please be sure adjust their notification settings appropriately
4. Assign the route to the User in Routing Assignment
5. Send a test fax to the assigned DID to test delivery and, if set up, email notification delivery

You're good to go!