Quick Start Guide To:

How to Add a New User

This Quick Start Guide will guide you through adding a new User ID.

2. Enter your account details at the top of the page and click Submit.
3. Once you are on the Home screen, click Manage Account.

4. Select Add a User to the Account and click Submit. (Note: If you need to purchase an additional user, you can do so by selecting Change the Service.)
5. Enter information in all of the provided fields. Click Create User.

6. Once the confirmation page appears, you can either close the window or click on Main Menu to enter your account details and return the Account Management menu.