

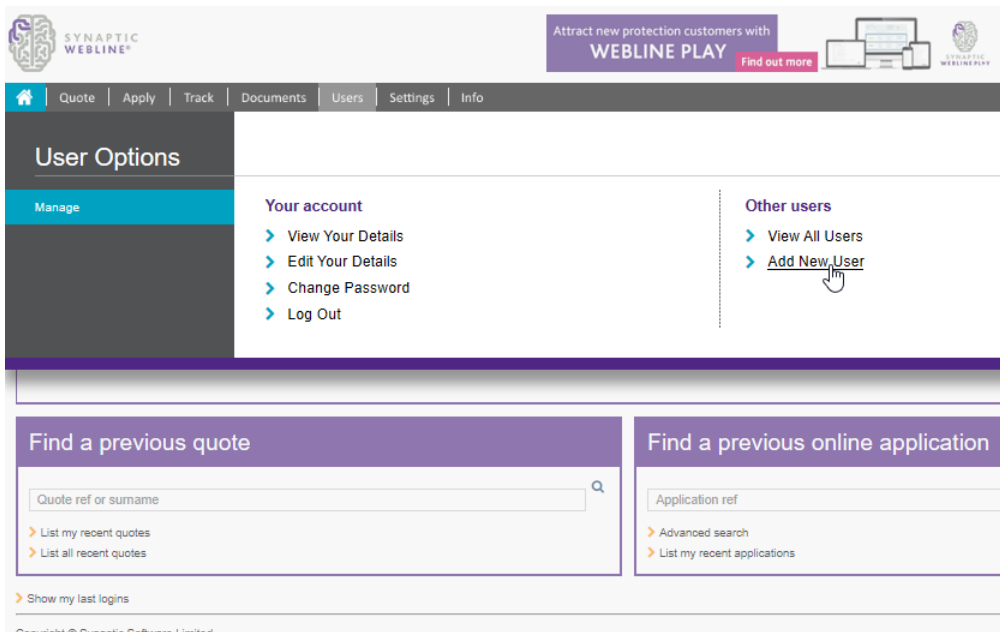
# Add a new user in Weblines

Last Modified on 08/05/2024 9:39 am BST

To add a new user to your Weblines account, you must be setup as a Vendor Administrator.

Start by logging into Weblines.

Click into 'Users' in the main menu, then 'Add New User'.



Complete the details of the new user, a password and select a logon type:

Add User to vendor 1st Line Support

Logon Details (* denotes mandatory Field)	
<b>User Name</b>	<input type="text" value="TestAccount"/> *
Check this box if you want a random password.	<input type="checkbox"/>
<b>Password</b>	<input type="password" value="....."/> *
<b>Password again</b>	<input type="password" value="....."/> *
Password must contain a minimum of 8 characters, including uppercase, lowercase letters, at least one number and one special character.	
<b>Logon Type</b>	<b>** Please Select **</b> *
	!!! Vendor Administrator !!!
	Vendor User
	Vendor Read Only
<b>Individual Reference Number</b>	<input type="text"/>
Personal Details	
<b>First Name</b>	<input type="text"/> *
<b>Middle Name / Initial</b>	<input type="text"/>
<b>Surname</b>	<input type="text"/> *
Contact Details	
<b>Phone</b>	<input type="text"/>
<b>Fax</b>	<input type="text"/>
<b>Mobile</b>	<input type="text"/>
<b>Email</b>	<input type="text"/> *

**!!! Vendor Administrator !!!** - will allow the user to access all the settings area and customize Weblines. This logon also includes the vendor user standard functionality.

**Vendor User** - will allow the user to use Weblines to obtain quotes and apply electronically.

**Vendor Read Only** - is a read only account.

Complete the remaining user details and check the box at the bottom of the screen to automatically e-mail these new details to the user.

Personal Details	
First Name	<input type="text"/> *
Middle Name / Initial	<input type="text"/>
Surname	<input type="text"/> *
Contact Details	
Phone	<input type="text"/>
Fax	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/> *
Check this box if you want the log on details to be sent to the new user.	<input type="checkbox"/>
<input type="button" value="Add User"/>	

Select **Add User** to save the details.

Note: The user will be prompted to change their password when they login for the first time.

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