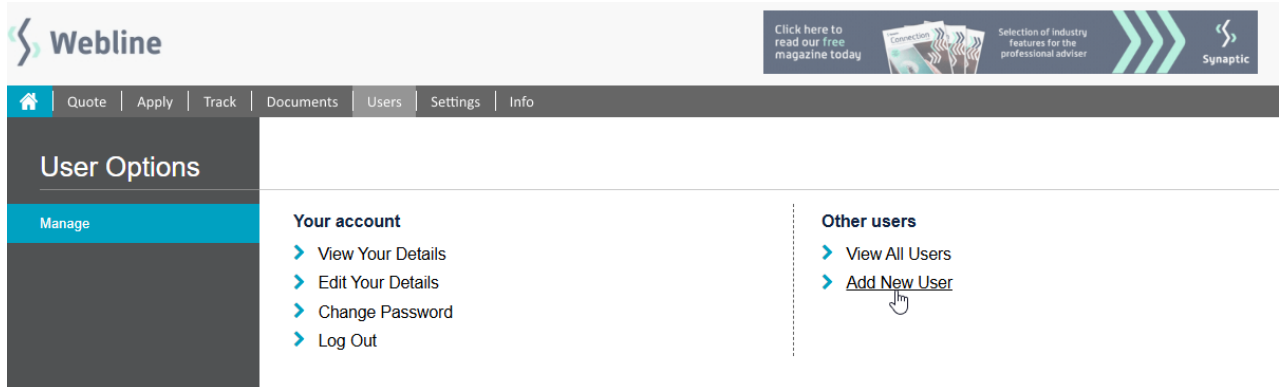


Add New User

Last Modified on 04/02/2025 10:47 am GMT

Navigate to **Users > Add New User**



The screenshot shows the Weblin user interface. At the top, there is a navigation bar with the Weblin logo and a menu with options: Home, Quote, Apply, Track, Documents, Users, Settings, and Info. Below the navigation bar, there is a sidebar on the left with 'User Options' and 'Manage'. The main content area is divided into two sections: 'Your account' and 'Other users'. Under 'Your account', there are four options: View Your Details, Edit Your Details, Change Password, and Log Out. Under 'Other users', there are two options: View All Users and Add New User. A mouse cursor is pointing at the 'Add New User' option.

By selecting this option, you can add new user accounts for Weblin for your firm. Enter the new user details, selecting the relevant **Logon Type**:

'Vendor Administrator' – will allow the user to access all the settings area and customise Weblin. This logon also includes the vendor user standard functionality.

'Vendor User' – will allow the user to use Weblin to obtain quotes and apply electronically.

'Vendor Read Only' – is a read only account.

Check the box at the bottom of the screen to automatically e-mail these new details to the user.

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

Add User to vendor 1st Line Vendor Admin

Logon Details (* denotes mandatory Field)	
User Name	<input type="text"/> *
Check this box if you want a random password.	<input type="checkbox"/>
Password	<input type="text"/> *
Password again	<input type="text"/> *
Password must contain a minimum of 8 characters, including uppercase, lowercase letters, at least one number and one special character.	
LogonType	** Please Select ** ▾ *
Regulatory Details	
Individual Reference Number	<input type="text"/>
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"/>	