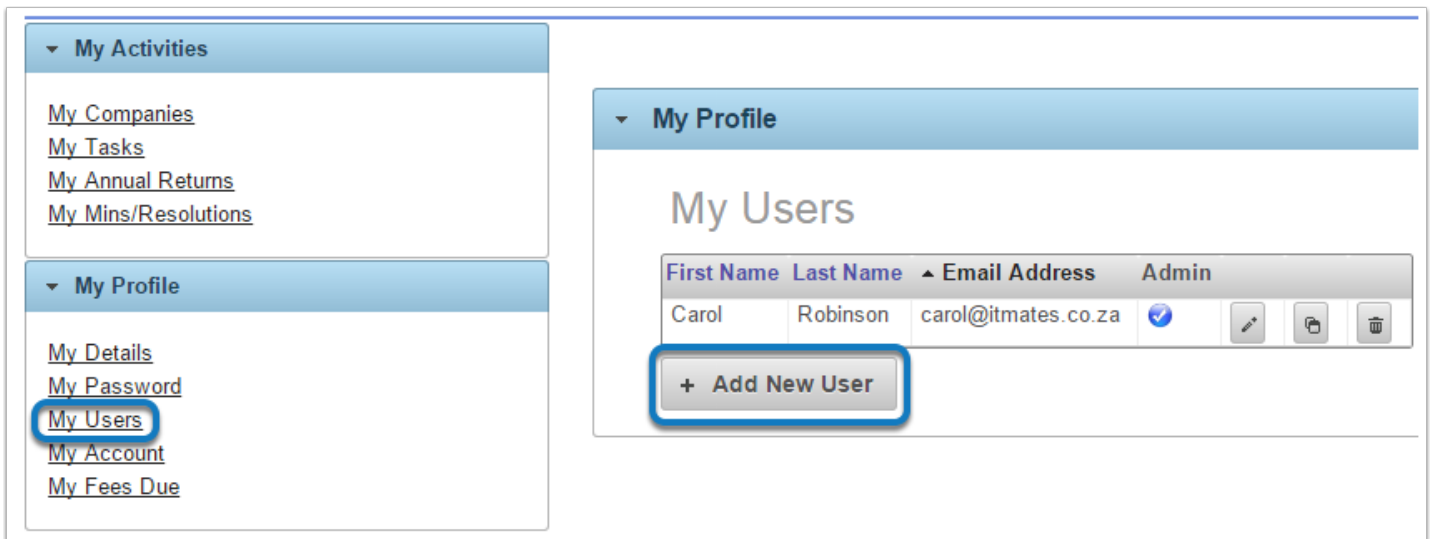


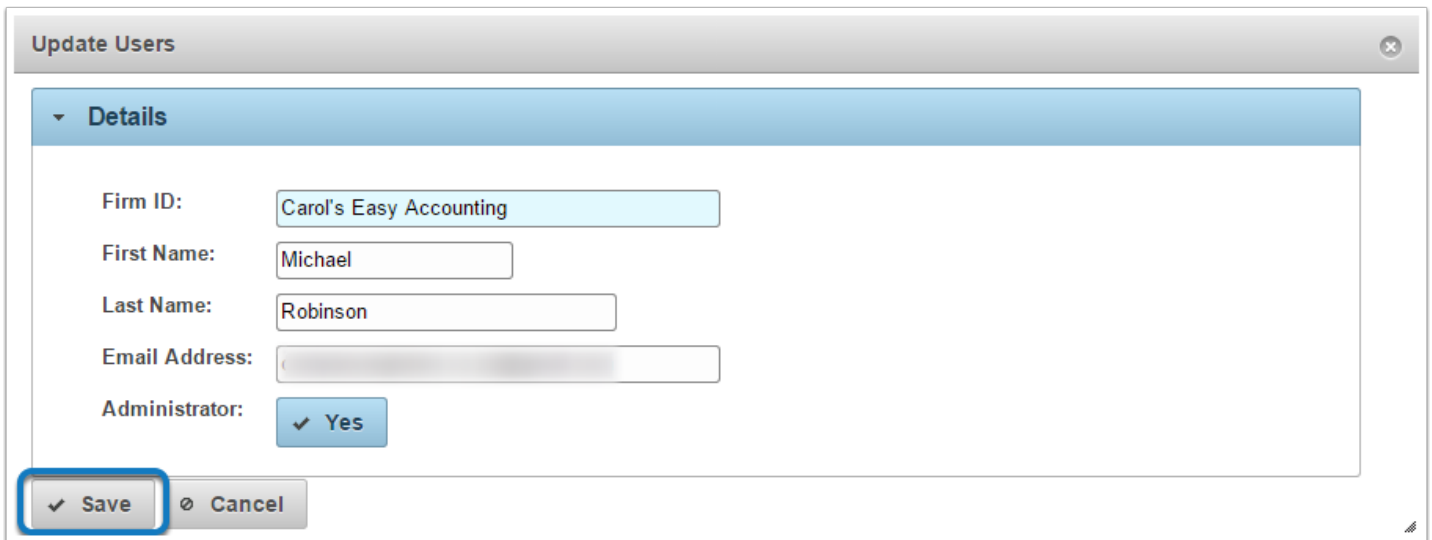
Adding New Users

Login to My Company Registers but don't open a company. Select My User from the menu, and then click Add New User.



The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu has two sections: 'My Activities' and 'My Profile'. Under 'My Profile', the 'My Users' link is highlighted with a blue box. The main content area is titled 'My Profile' and contains a section for 'My Users'. This section features a table with columns for 'First Name', 'Last Name', 'Email Address', and 'Admin'. The first row contains the data 'Carol', 'Robinson', 'carol@itmates.co.za', and a blue checkmark. Below the table is a '+ Add New User' button, which is also highlighted with a blue box.

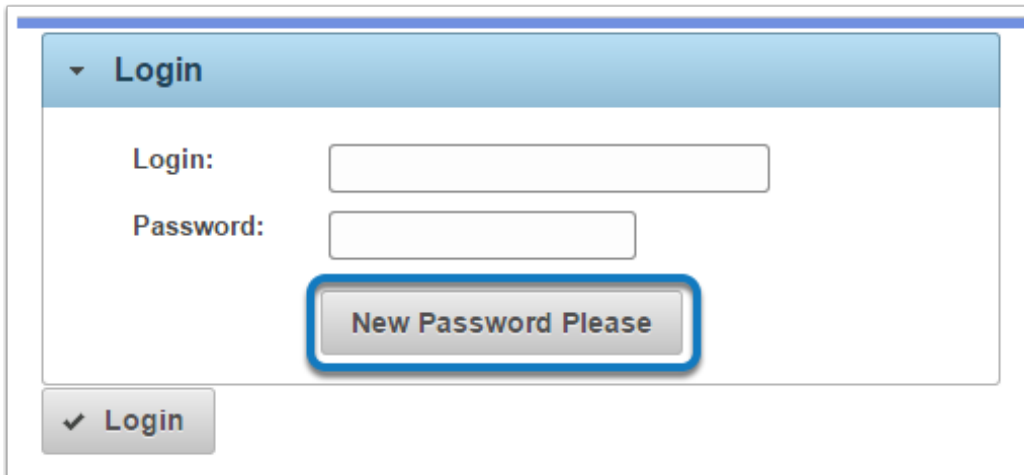
Complete the details for the new user, **make sure you get the email address right**. Once you're done click Save.



The screenshot shows a dialog box titled 'Update Users'. It has a 'Details' section with several input fields: 'Firm ID' (filled with 'Carol's Easy Accounting'), 'First Name' (filled with 'Michael'), 'Last Name' (filled with 'Robinson'), 'Email Address' (empty), and 'Administrator' (checked 'Yes'). At the bottom of the dialog, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a blue box.

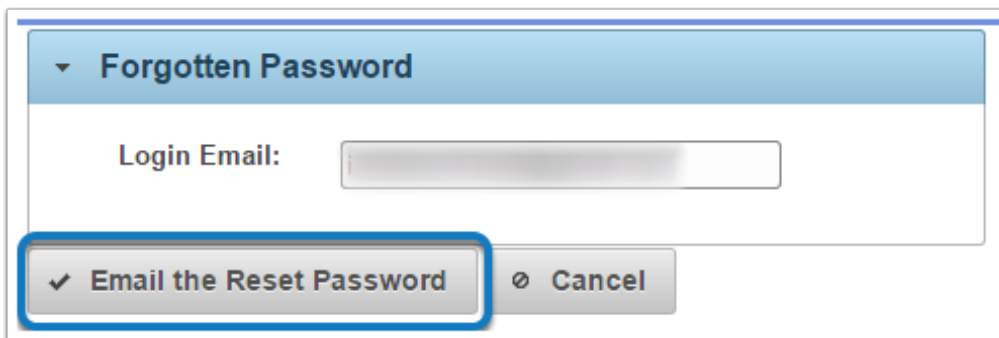
Adding New Users

Now your new user can set their password. Have them go to the Login screen and click New Password Please.



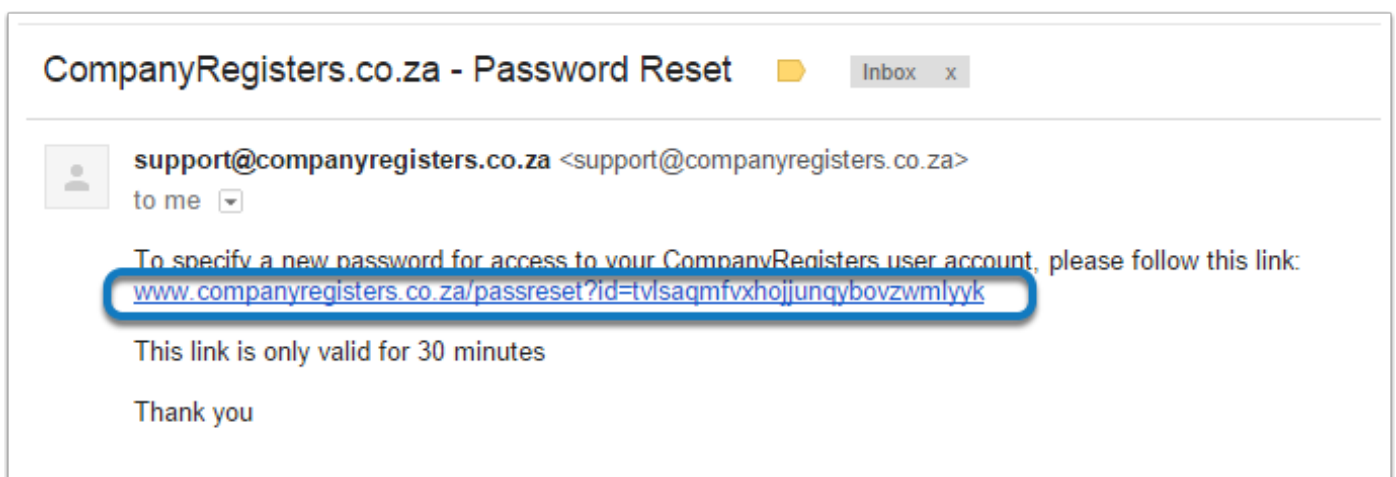
The screenshot shows a 'Login' form with two input fields: 'Login:' and 'Password:'. Below the 'Password:' field is a button labeled 'New Password Please', which is highlighted with a blue border. At the bottom left of the form is a 'Login' button with a checkmark icon.

Enter the email address you set up just now, and click Email the Reset Password.



The screenshot shows a 'Forgotten Password' form with a single input field labeled 'Login Email:'. Below the input field are two buttons: 'Email the Reset Password' (highlighted with a blue border) and 'Cancel'.

They will be sent a password reset link in an email, click it.



The screenshot shows an email interface. The subject line is 'CompanyRegisters.co.za - Password Reset'. The sender is 'support@companyregisters.co.za'. The email body contains the following text:

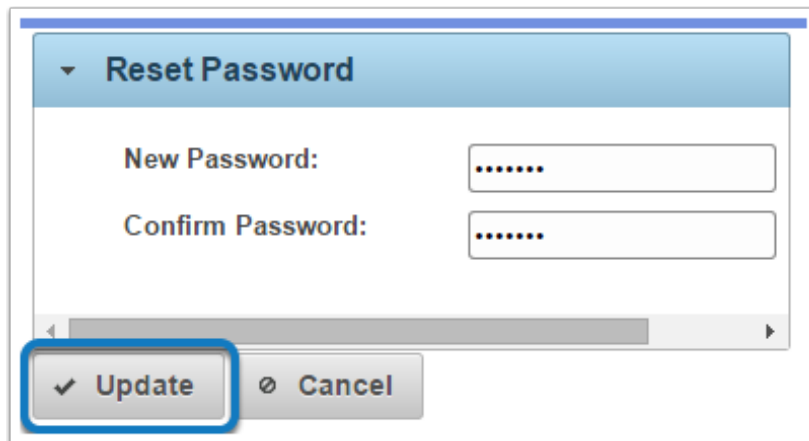
To specify a new password for access to your CompanyRegisters user account, please follow this link:
www.companyregisters.co.za/passreset?id=tvlsaqmfvxhojjungybovzwmlyyk

This link is only valid for 30 minutes

Thank you

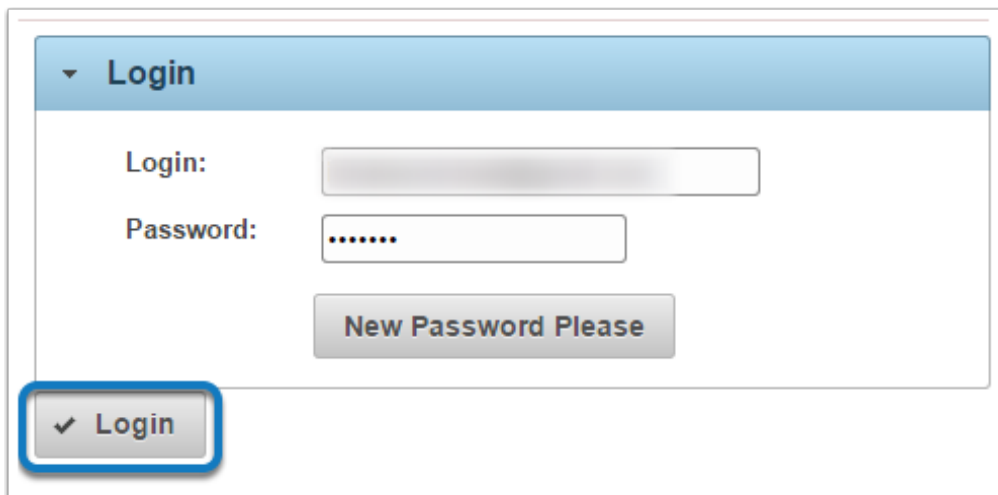
Adding New Users

Type in the new password, confirm it and click Update.



A dialog box titled "Reset Password" with a blue header. It contains two text input fields: "New Password:" and "Confirm Password:", both with masked characters (dots). Below the fields is a horizontal scrollbar. At the bottom, there are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a close icon). The "Update" button is highlighted with a blue border.

The new user can now login with their new password.



A dialog box titled "Login" with a blue header. It contains two text input fields: "Login:" and "Password:", both with masked characters (dots). Below the fields is a button labeled "New Password Please". At the bottom, there is a button labeled "Login" with a checkmark icon, which is highlighted with a blue border.