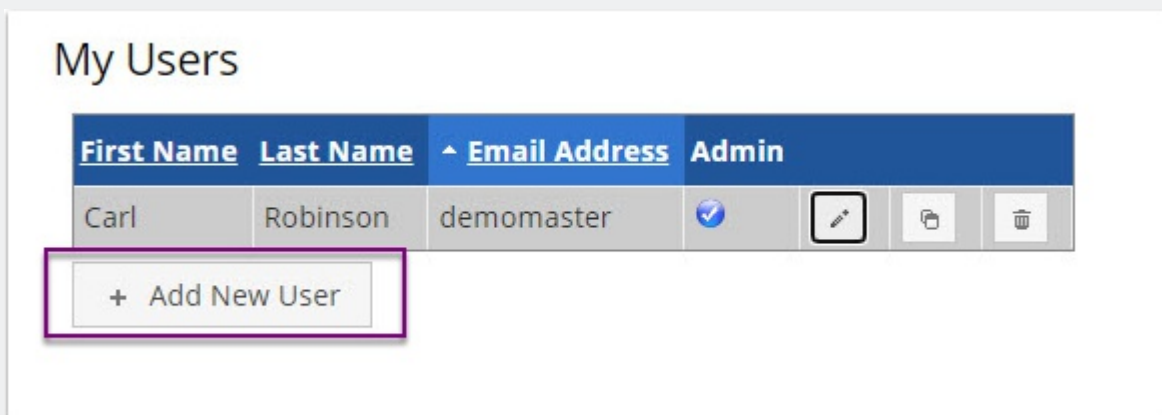


Adding New Users

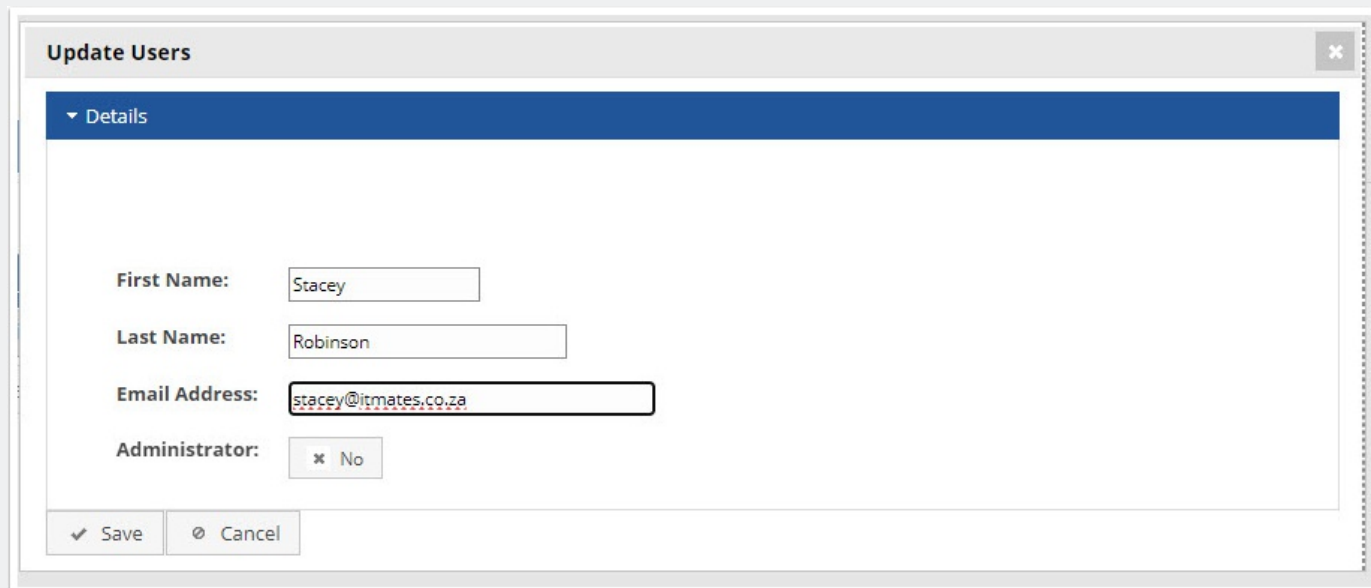
Follow the steps below to add a new user.

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



Adding New Users

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



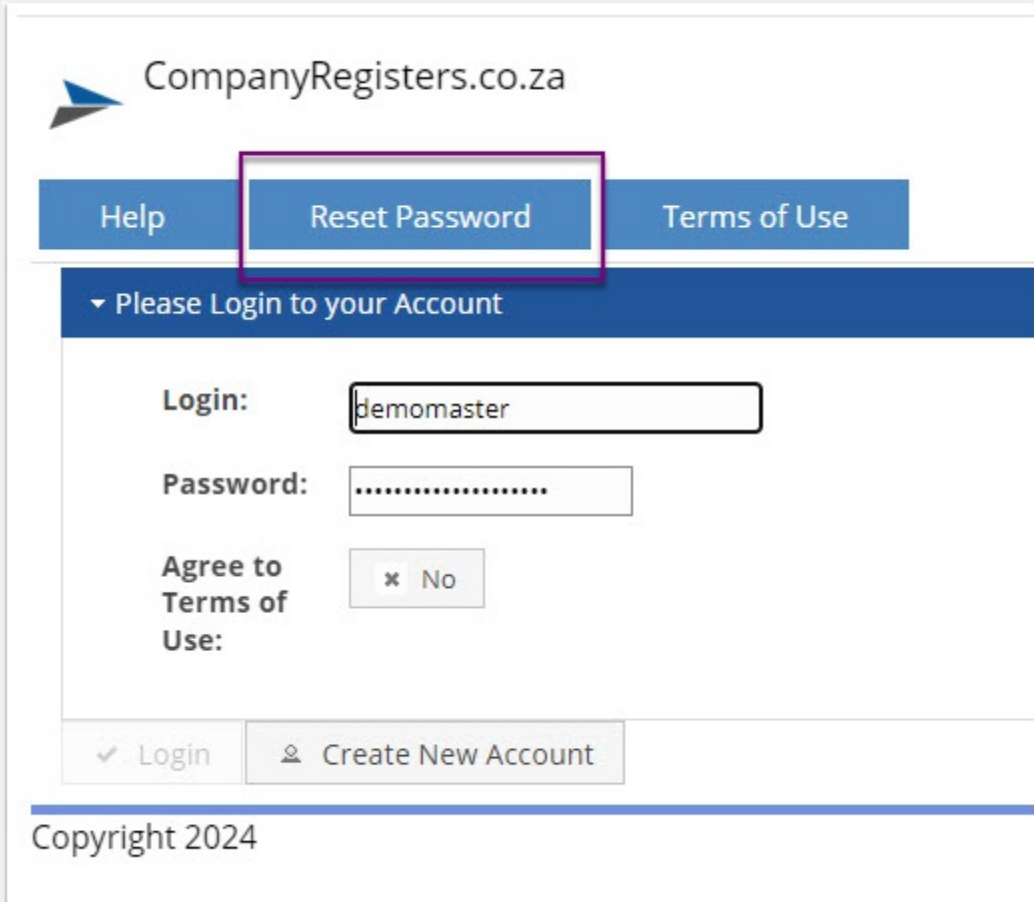
The image shows a screenshot of a software dialog box titled "Update Users". The dialog has a close button (X) in the top right corner. Below the title bar is a blue header with a dropdown arrow and the text "Details". The main area contains four form fields: "First Name" with the value "Stacey", "Last Name" with the value "Robinson", "Email Address" with the value "stacey@itmates.co.za", and "Administrator" with a radio button selected for "No". At the bottom left, there are two buttons: "Save" (with a checkmark icon) and "Cancel" (with a circle with a slash icon).

First Name:	Stacey
Last Name:	Robinson
Email Address:	stacey@itmates.co.za
Administrator:	<input checked="" type="radio"/> No

✓ Save ⓧ Cancel

Adding New Users

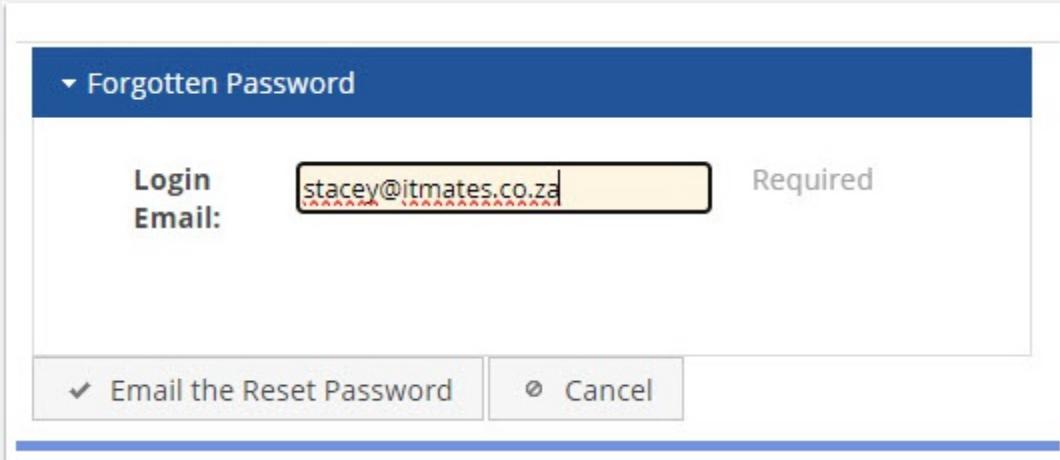
Now your new user can set their password. Have them go to the Login screen and click Reset Password



The screenshot shows the login interface for CompanyRegisters.co.za. At the top left is the company logo and name. A navigation bar contains 'Help', 'Reset Password', and 'Terms of Use', with 'Reset Password' highlighted by a purple box. Below this is a blue banner that says 'Please Login to your Account'. The login form includes a 'Login:' field with 'demomaster' entered, a 'Password:' field with masked characters, and an 'Agree to Terms of Use:' section with a 'No' button. At the bottom of the form are 'Login' and 'Create New Account' buttons. The footer contains 'Copyright 2024'.

Adding New Users

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

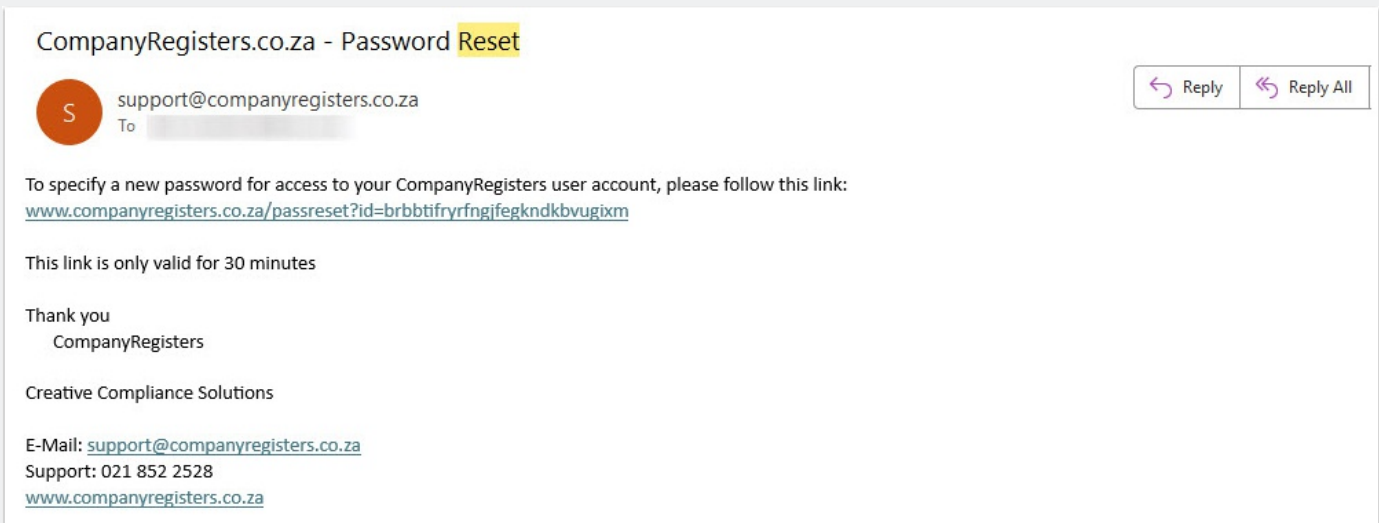


▼ Forgotten Password

Login Email: Required

✓ Email the Reset Password ⌵ Cancel

An email containing the password reset link will be sent to the email address specified



CompanyRegisters.co.za - Password Reset

support@companyregisters.co.za
To: [redacted]

↩ Reply ↩ Reply All

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

This link is only valid for 30 minutes

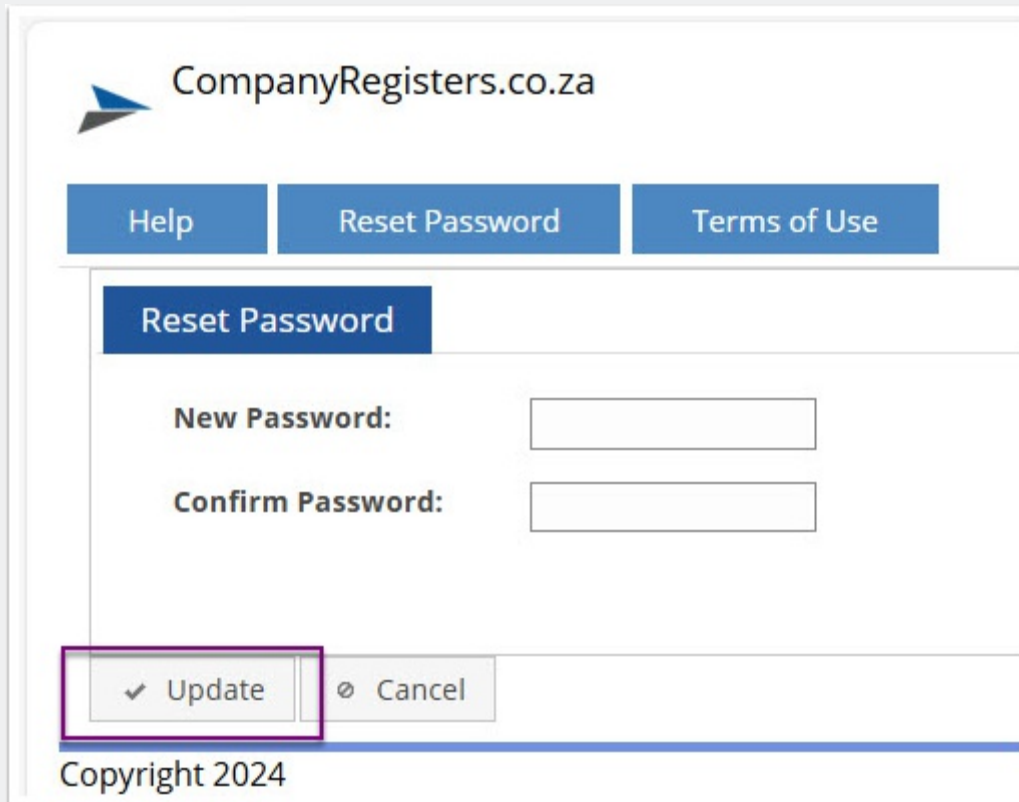
Thank you
CompanyRegisters

Creative Compliance Solutions

E-Mail: support@companyregisters.co.za
Support: 021 852 2528
www.companyregisters.co.za

Adding New Users

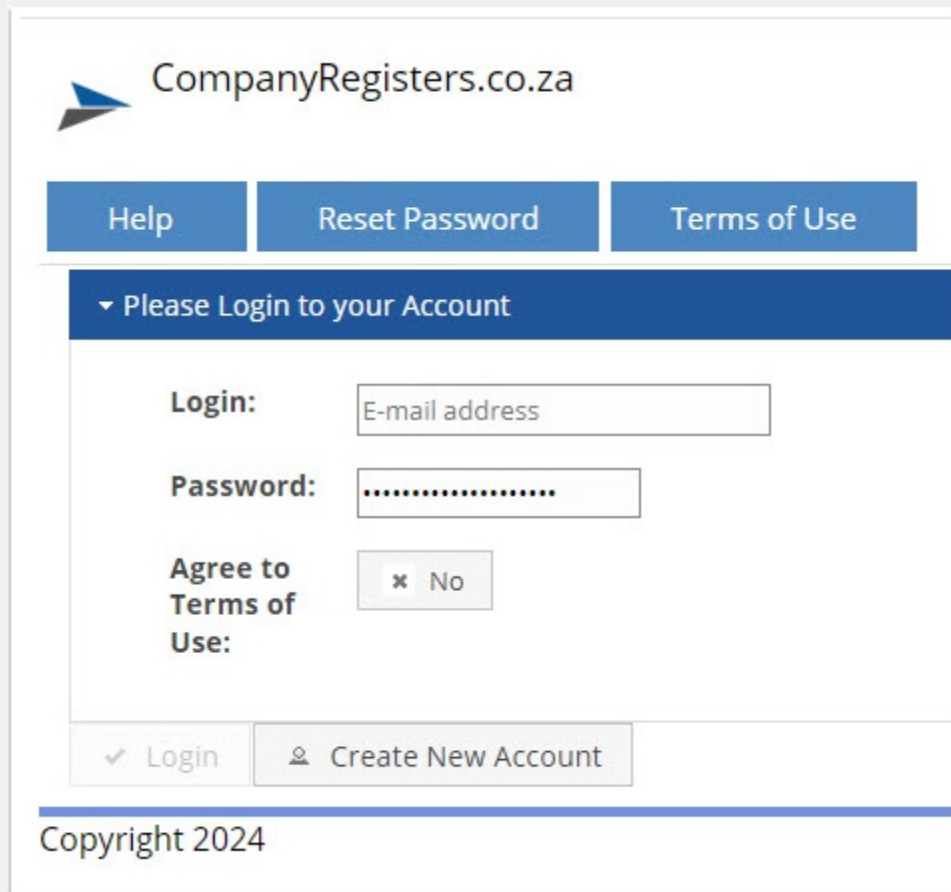
Type in the new password, confirm it and click Update



The screenshot shows a web interface for CompanyRegisters.co.za. At the top left is a logo consisting of a blue triangle pointing right. To its right is the text "CompanyRegisters.co.za". Below this is a navigation bar with three blue buttons: "Help", "Reset Password", and "Terms of Use". The "Reset Password" button is highlighted with a dark blue background. Below the navigation bar is a form titled "Reset Password" in a blue header. The form contains two input fields: "New Password:" and "Confirm Password:". At the bottom of the form are two buttons: "✓ Update" and "⊘ Cancel". The "Update" button is highlighted with a purple border. At the bottom left of the form is the text "Copyright 2024".

Adding New Users

The new user can now login with their new password



The screenshot shows the login interface for CompanyRegisters.co.za. At the top left is the company logo, a blue triangle pointing right, followed by the text "CompanyRegisters.co.za". Below this are three blue buttons: "Help", "Reset Password", and "Terms of Use". A dark blue banner with a white downward arrow and the text "Please Login to your Account" is positioned below the buttons. The main login area contains three fields: "Login:" with a text input field containing "E-mail address", "Password:" with a password input field filled with dots, and "Agree to Terms of Use:" with a button labeled "x No". At the bottom of the form are two buttons: "Login" with a checkmark icon and "Create New Account" with a person icon. A blue horizontal line is located below the buttons, and the text "Copyright 2024" is at the bottom left of the page.