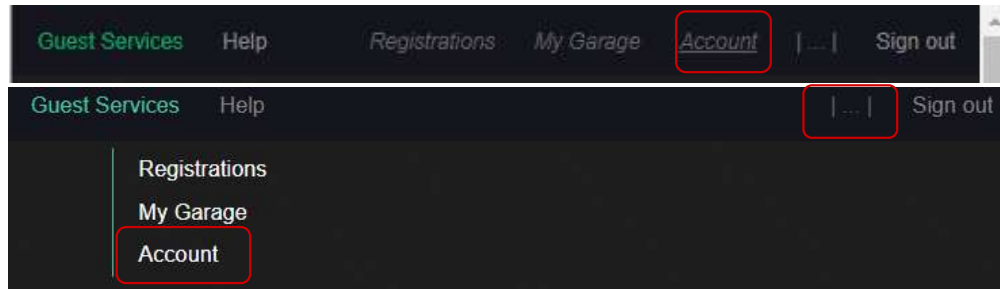
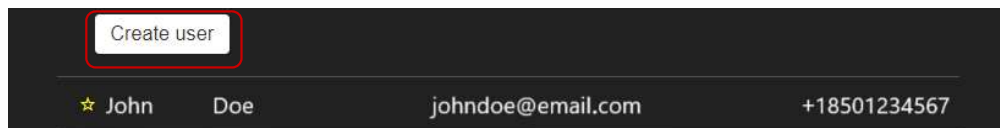


Creating Additional Users

Each unit has a primary user account, managed by a single owner (management companies have a separate account). The primary owner and/or management company can create additional users to manage registrations and vehicles for the unit. Once logged in, click the **Account** link at the top of the screen. If your device does not show the menu items across the top of the screen, click the [...] symbol to display the menu and click **Account** from there.



Scroll to the bottom of the screen and click **Create user**.



Input Name, Email*, and Cell Phone* fields and then click **Create user**.

***NOTE:** The email address and phone number entered here become your login information for the system, so it is important to enter this correctly in order to receive your login code via email or text.

A screenshot of the 'User' creation form. It contains four input fields: 'First' (Jane), 'Last' (Doe), 'Email' (janedoe@email.com), and 'Phone' (1234567890 8501234576). To the right of the fields are two informational notes: 'Generic email addresses such as 'info@...' are not acceptable and may cause account suspension.' and 'Enter the users mobile phone number. It is used to sign-in and must be able to receive text messages.' At the bottom, there are 'Cancel' and 'Create user' buttons, with the 'Create user' button highlighted by a red box.

New users are listed at the bottom of the account screen.

