



Step by Step

How To

Setup a New Portal User

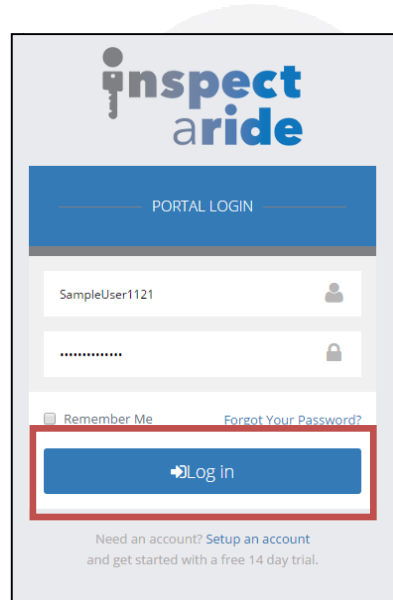
This How To article explains how to setup a new portal user

For a complete list of available How To documents visit the Support section of our website: www.inspectaride.com/support/

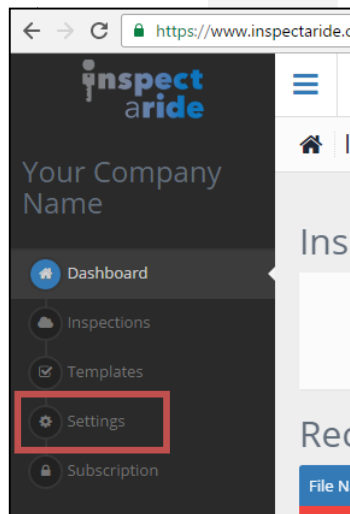
HOW TO: SETUP A NEW PORTAL USER

You can have multiple portal logins to the same InspectARide cloud account. These are easy to set up and you can determine which are Administrators (can view/update everything) and which are Users (have limited access).

1. The first step is to login to the InspectARide portal. This is done by entering your username and password here: <https://www.inspectaride.com/login>

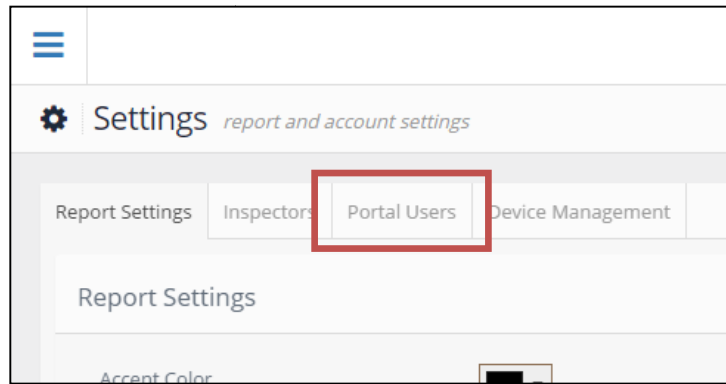


2. Once logged in, go to 'Settings'.

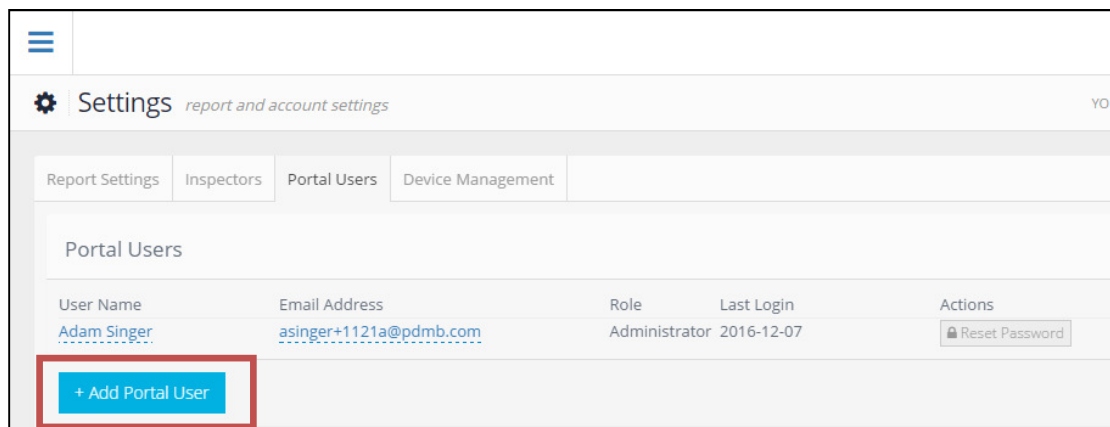


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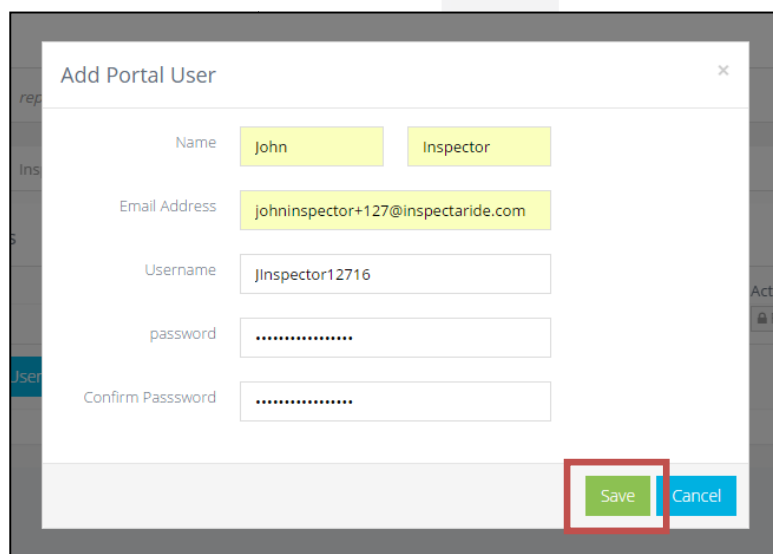
- Next, tap on the 'Portal Users' tab.



- Here you will see a list of all of your current Portal Users and the option to create a new one. Tap on '+ Add Portal User'.



- The 'Add Portal User' window will appear. Enter the information for the new portal user and tap on 'Save' when finished.



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- The new user has now been created. You can adjust the Role (Administrator or User) by tapping in the Role section. Let's set this to a User and not an Administrator. Once you select 'User' from the dropdown list tap on the checkmark to the left of it.

Portal Users				
User Name	Email Address	Role	Last Login	Actions
Adam Singer	asinger+1121a@pdm.com	Administrator	2016-12-07	Reset Password
John Inspector	johninspector+127@inspectaride.com	<input type="text" value="User"/>		Delete User Reset Password

[+ Add Portal User](#)

- The new portal user has now been setup. They will be able to login to the portal using the username/password you setup.

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