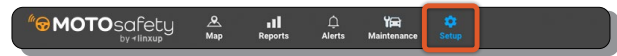


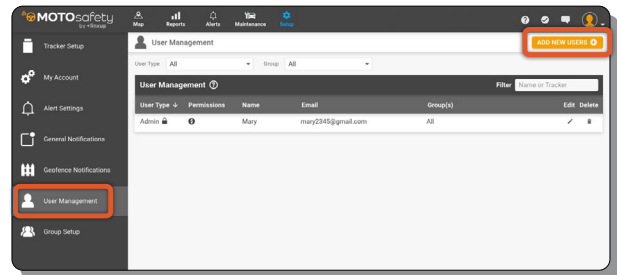
User Setup

MOTOSafety gives you the ability to add multiple Users to your account. We will walk you through adding additional Users in order to give anyone who needs to be in the know and the appropriate level of access.

1 Login to your Customer Portal, and from the Map page, click 'Setup'.



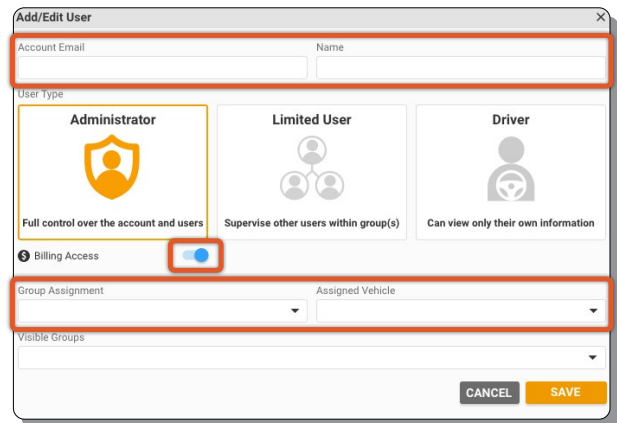
2 On the left menu bar select 'User Management'.



3 Once you are on the User Management page, click the orange button that says, 'ADD NEW USER'.

4 Enter all the information for your New User and click 'SAVE'.

- **Email Address:** What the user will use to sign into their account. This email is where the new log-in information will be sent.
- **Name:** How the User will be listed
- **User Type:** Select the access level for the User
- **Billing Access:** Toggle to give access
- **Group Assignment:** If applicable, select the Group the User will be in
- **Assigned Vehicle:** If applicable, select vehicle from drop down list
- **Visible Groups:** If applicable, select all the Groups the User can view



5 Your User has been added! You can continue to add Users by clicking the orange 'ADD NEW USER' button.

- Once added, you can use the Edit or Delete button to modify existing Users.
- Once added, the new User will get an email with log in and password information.