

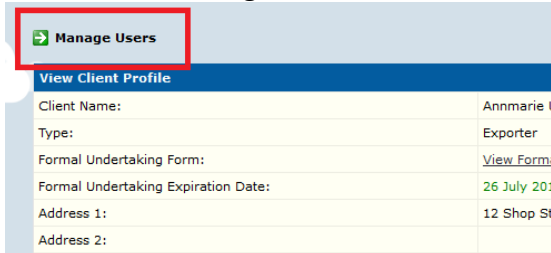
# ADDING ADDITIONAL USERS

1) Log in to your essCert account

2) Click on the 'My Account' tab.



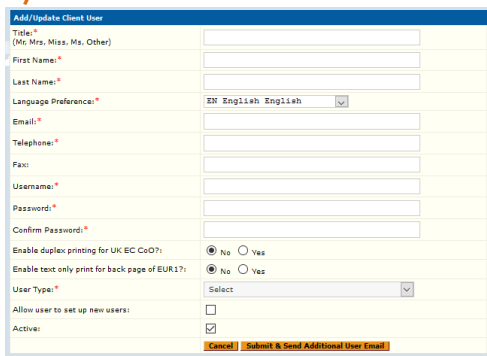
3) Click the 'Manage Users' button.



4) Click the 'Add New Client User' button.



5) You can now enter the new user's details.



6) When you have finished entering the details press the 'Submit & Send Additional User Email' button at the bottom of the page.

7) To deactivate a user, check the tick box to the left hand side of their name, then go to the Activate dropdown list at bottom of the table and select Deactivate and press Go.



8) To edit an existing user, click the Edit link to the right hand side of their name, when their profile opens make the necessary changes and then press Submit to save the changes.