

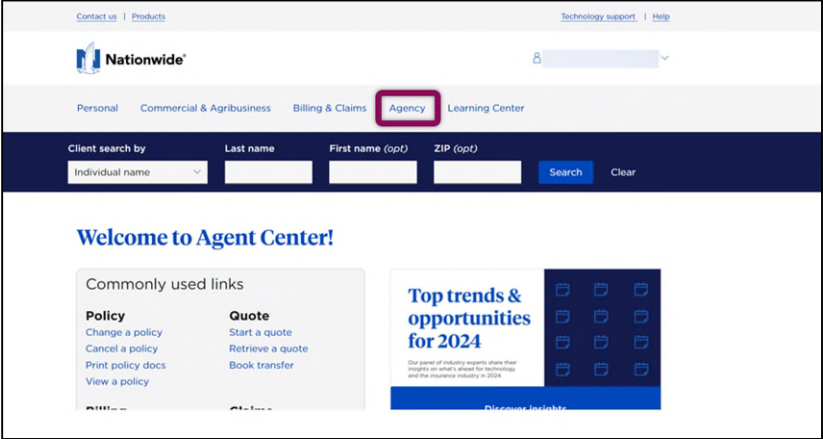


How to Add Users in Agent Center

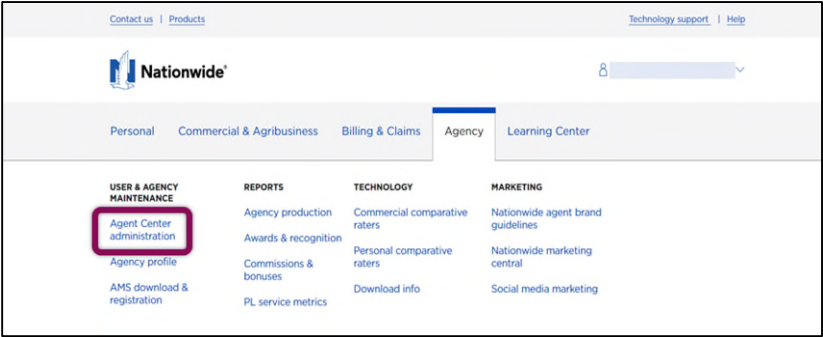
Description

This job aid describes the steps to add users in Agent Center.

Step 1

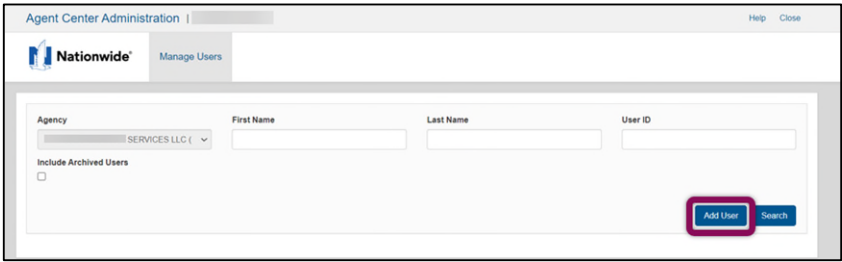
Action	Screen
From the Agent Center Workspace: <ul style="list-style-type: none">Select “Agency” tab from the top menu.	

Step 2

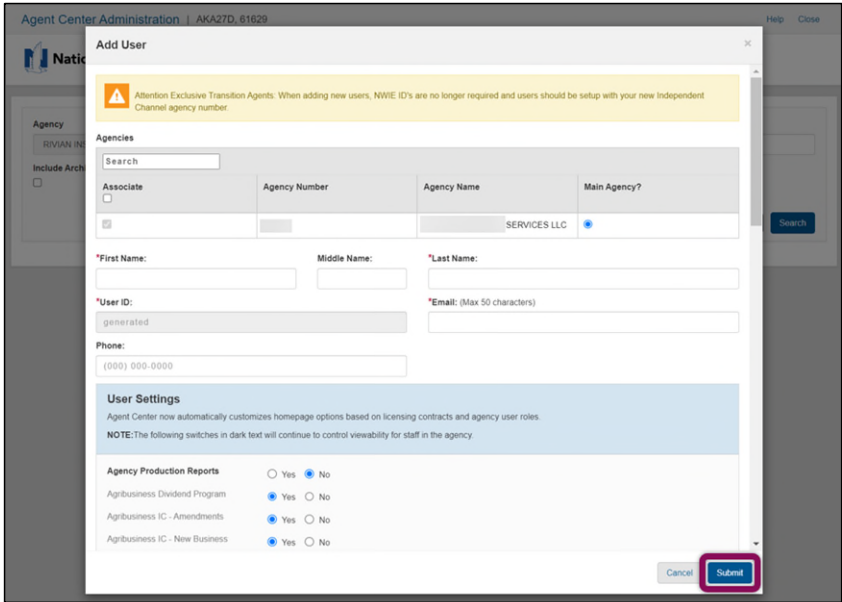
Action	Screen
From the “User & Agency Maintenance” section: <ul style="list-style-type: none">Select “Agent Center administration”.	



Step 3

Action	Screen
On the “Agent Center Administration” screen: <ul style="list-style-type: none">From the “Manage Users” tab, select the “Add User” button.	

Step 4

Action	Screen
From the “Add Producer” section: <ul style="list-style-type: none">Enter and select all required and relevant information.Select the “Submit” button.	

Important Notes:

- Required fields are:
 - “First Name”
 - “Last Name”
 - “Email”
- The system defaults as a user with no admin access.

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