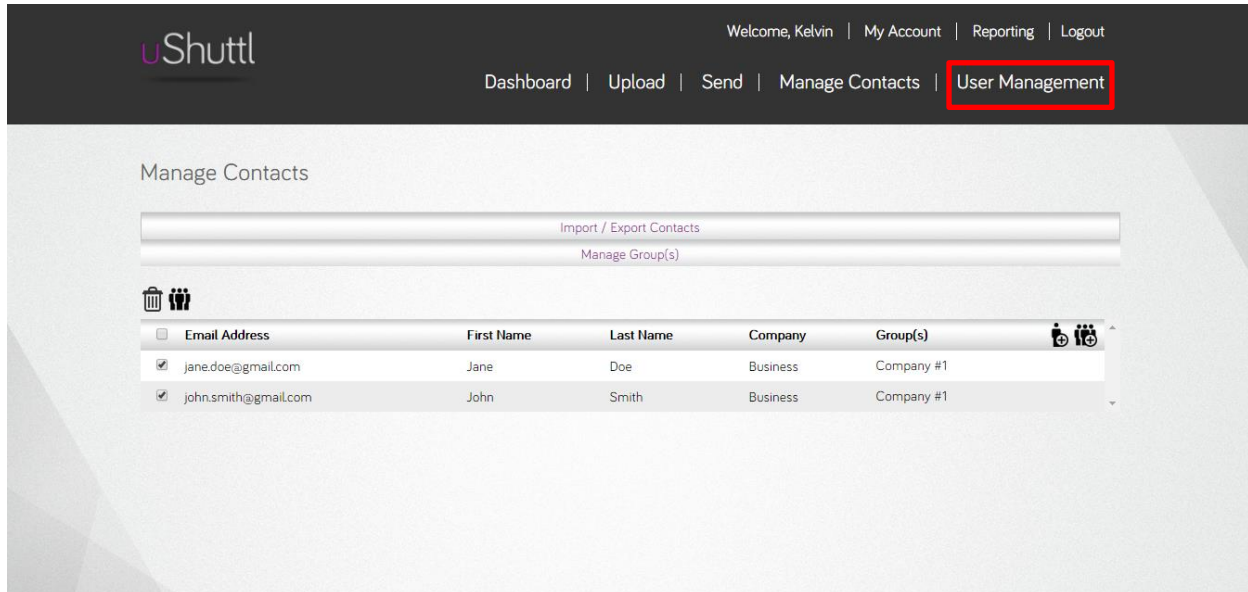


HOW TO CREATE A NEW USER

Attention: Creating a new user can only be done by a user with Administrator status. Please contact your company's uShuttl admin to create all new users.

1)

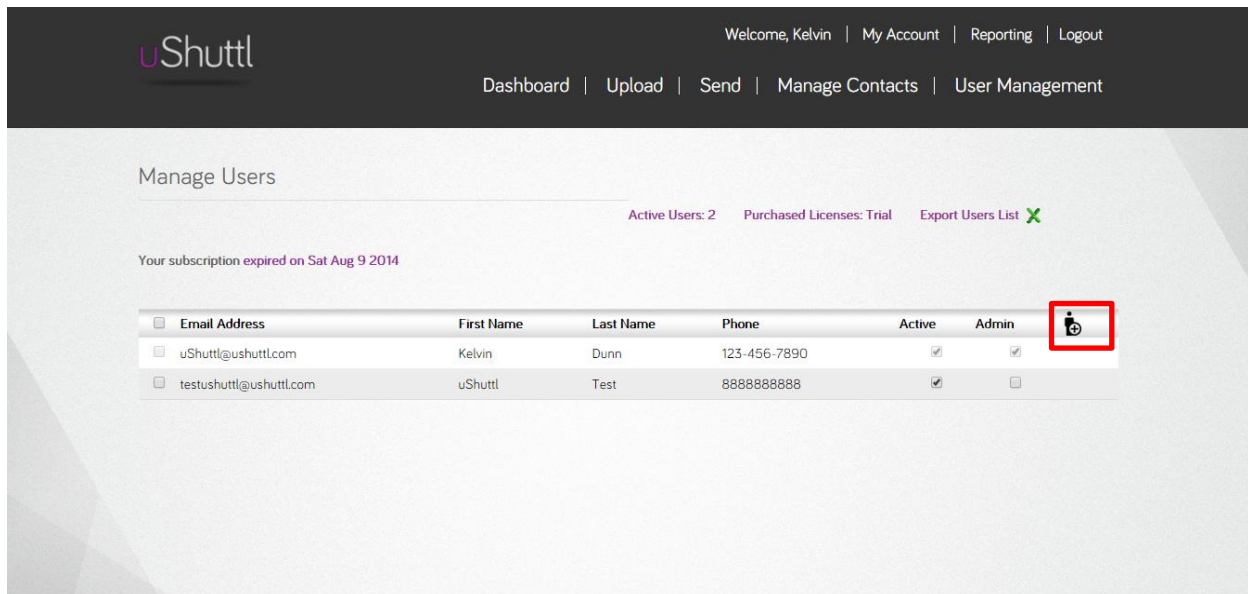


The screenshot shows the uShuttl dashboard interface. The top navigation bar includes the uShuttl logo, the user name 'Welcome, Kelvin', and links for 'My Account', 'Reporting', and 'Logout'. Below this, a secondary navigation bar contains 'Dashboard', 'Upload', 'Send', 'Manage Contacts', and 'User Management', with 'User Management' highlighted by a red box. The main content area is titled 'Manage Contacts' and features a search bar with 'Import / Export Contacts' and 'Manage Group(s)' options. Below the search bar is a table with columns for 'Email Address', 'First Name', 'Last Name', 'Company', and 'Group(s)'. The table contains two rows of contact information.

Email Address	First Name	Last Name	Company	Group(s)
<input checked="" type="checkbox"/> jane.doe@gmail.com	Jane	Doe	Business	Company #1
<input checked="" type="checkbox"/> john.smith@gmail.com	John	Smith	Business	Company #1

Log into your uShuttl account and select 'User Management' tab in the top right hand corner of the screen.

2)

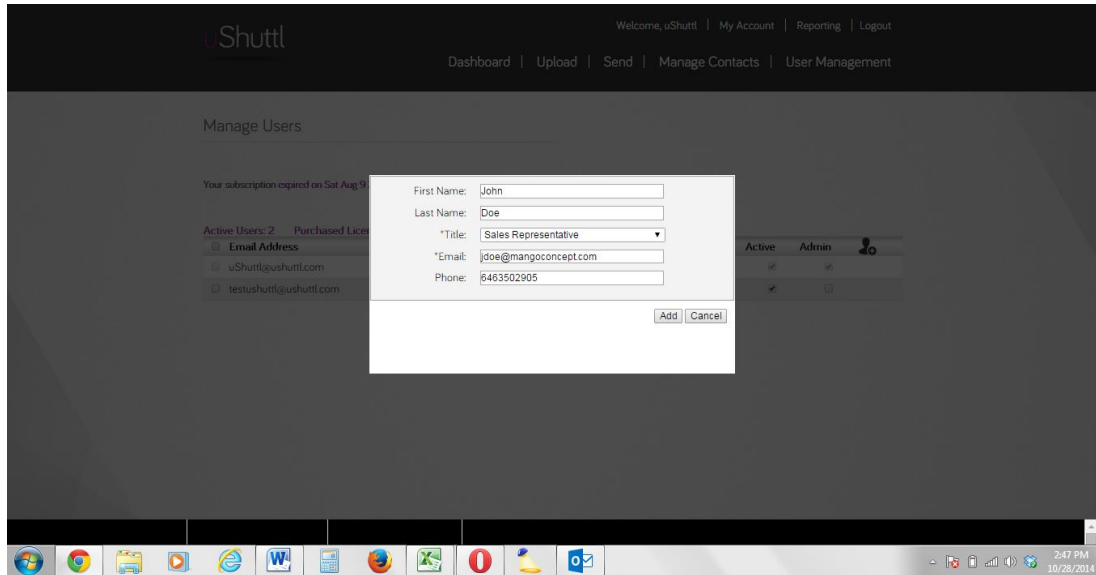


The screenshot shows the uShuttl dashboard interface with the 'User Management' tab selected. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Manage Users' and displays a summary of 'Active Users: 2', 'Purchased Licenses: Trial', and an 'Export Users List' link. Below this is a message: 'Your subscription expired on Sat Aug 9 2014'. A table lists the active users with columns for 'Email Address', 'First Name', 'Last Name', 'Phone', 'Active', and 'Admin'. The 'Add New User' icon, represented by a person with a plus sign, is highlighted with a red box in the top right corner of the table.

Email Address	First Name	Last Name	Phone	Active	Admin
<input type="checkbox"/> uShuttl@ushuttl.com	Kelvin	Dunn	123-456-7890	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> testushuttl@ushuttl.com	uShuttl	Test	8888888888	<input checked="" type="checkbox"/>	<input type="checkbox"/>

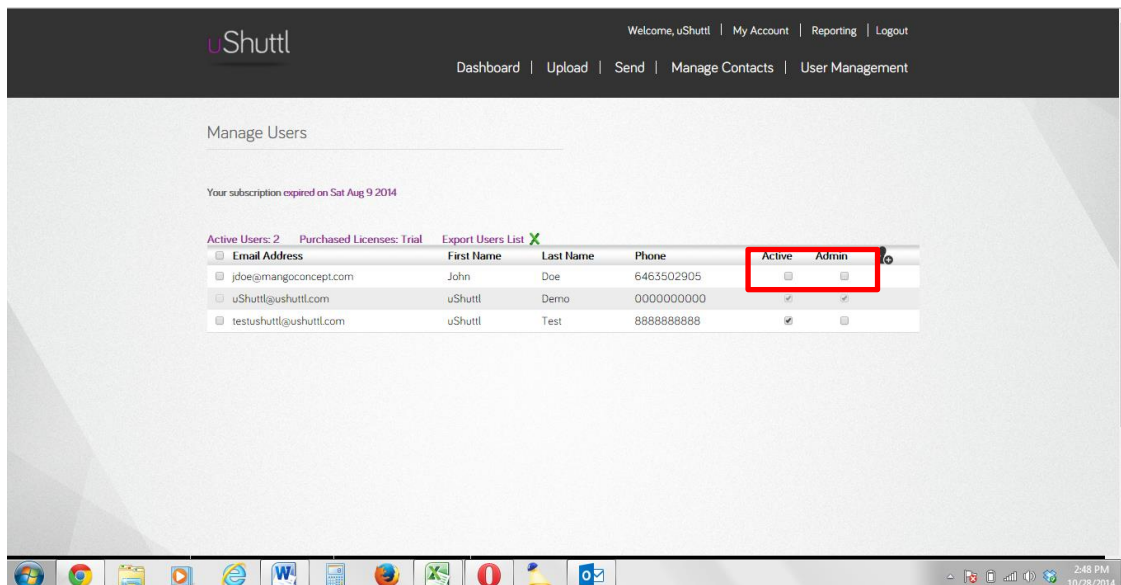
Click on the 'Add New User' icon.

3)



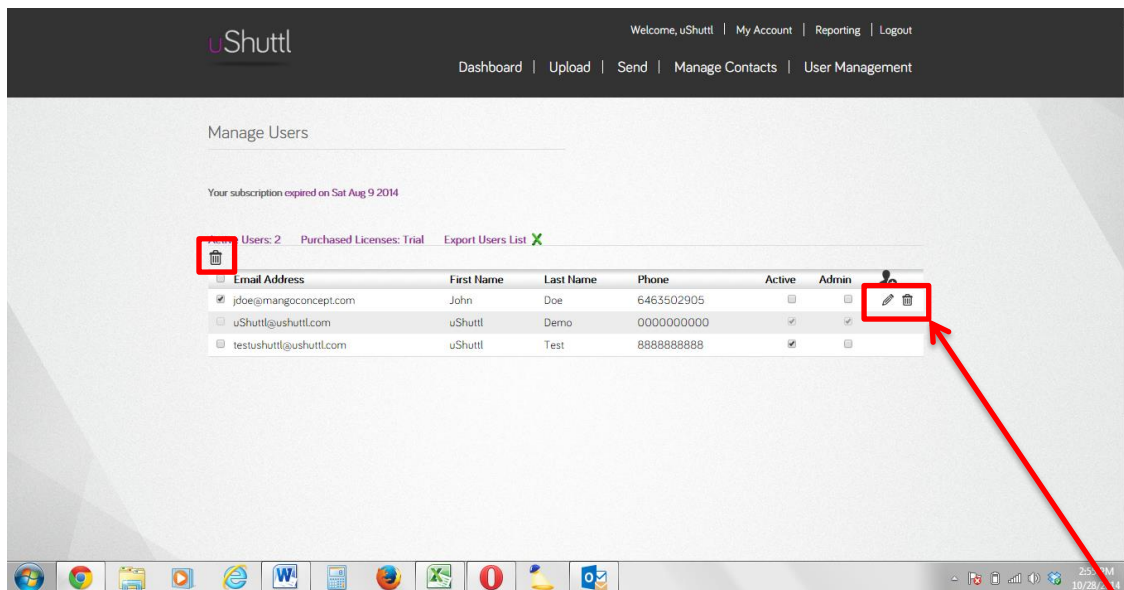
A light box will appear. Please fill in the user's Name, Email, Title and Phone number. The user will then be sent an email with instructions to sign in to their new uShuttl account.

4)



Now the user has been created. Please select the check box under Active to allow access. If you would like to give the user administrator access, select the Admin box as well.

5) Editing/Deleting a User:



-To edit a user from the 'User Management' screen, select the user in the check box left of their name and choose to 'edit', the pen, or 'delete', trash can, the user. (Hover over to the right of the Admin check box for tools to appear.)

- Selecting the pen will open the same light box as creating the user where you can edit information.
- Selecting the trash will ask you if you are sure you would like to delete user.

Select OK to delete or Cancel to return.

Congratulations! Your team is set up with their new accounts.