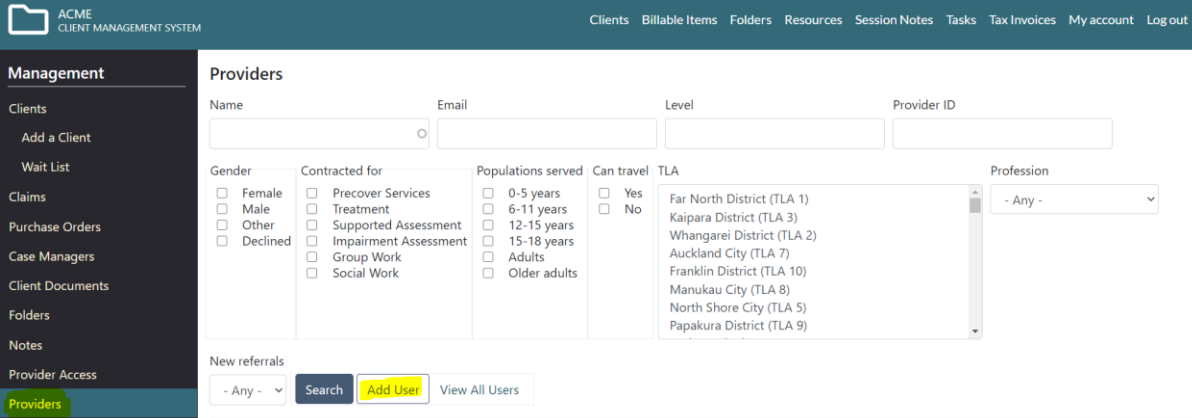


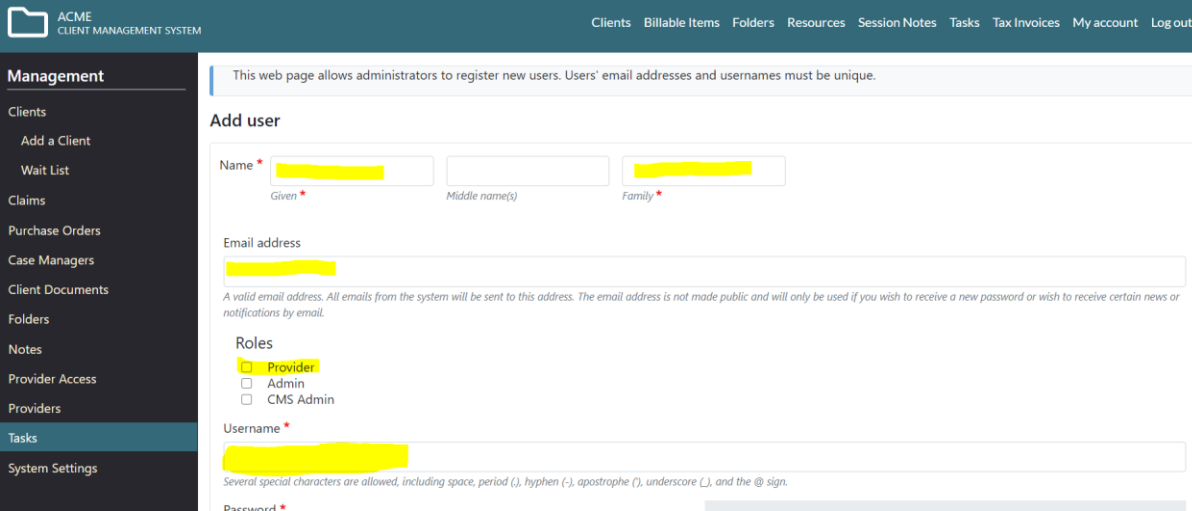
## How to Add a User

***THIS CAN ONLY BE DONE BY AN ADMINISTRATOR***

- Log in
- Select Providers



- Click on Add User



- Enter Name
- Check Provider Box if user is a provider (a provider will only see information for clients to whom they are linked to in the CMS)
- Enter user's email address (must be unique within CMS)
- Enter username eg. Joe.Bloggs
- Enter user's email address (must be unique within CMS)
- Enter temporary password
- Re-enter temporary password

password strength. Confirm password \*

password. username.

General Fail - Password length must be at least 8 characters. Password character length of at least 8 characters.

Passwords match: Provide a password for the new account in both fields.

Notify user of new account

Password Expiration  
The password will expire based on the number of days defined in the policy

Provider ID

Provider ID is internal \*

ACC assigned  
 Internal

Level

Office Phone

Mobile Phone

No GST #

Provider GST #

Provider Pay Rate %

Provider Withholding Rate %

Bank Account Number

- Check Notify User of new account (optional-this will send an email link to your new provider to log in)
- Add provider ID
- Check Admin if user is an Admin (note Admin will see all client information on the CMS)
- Check ACC assigned Provider ID
- Add Provider Level – This is the ACC pay level, not the provider education level – will always be numbers 1-6
- Add in provider GST info and pay rate. (eg. If deducting 10%, payrate is 90%)
- Provider withholding rate is only to be used if you are deducting withholding tax for IRD.
- Add optional provider details

Time zone

Auckland

Select the desired local time and time zone. Dates and times throughout

Create new account

- Click on Create New Account