Seller Administrators are responsible for adding new Seller and Seller Administrators for their organization. This guide presents the steps to add a new system user.

Log in to PHLContracts

Log into the PHLContracts system using your login ID and password.

When you have logged in, ensure that if you have both the Seller and Seller Administrator roles, you have the Seller Administrator role selected. This is the role that allows you to add and maintain users.

- Click on the user icon ⬤ on the top right of the screen
- If Seller appears, click on the down triangle ▼ , then select Seller Administrator
- The screen will refresh with the Seller Administrator role

Select Add Users on This Account

An example using ABC Supply is shown.

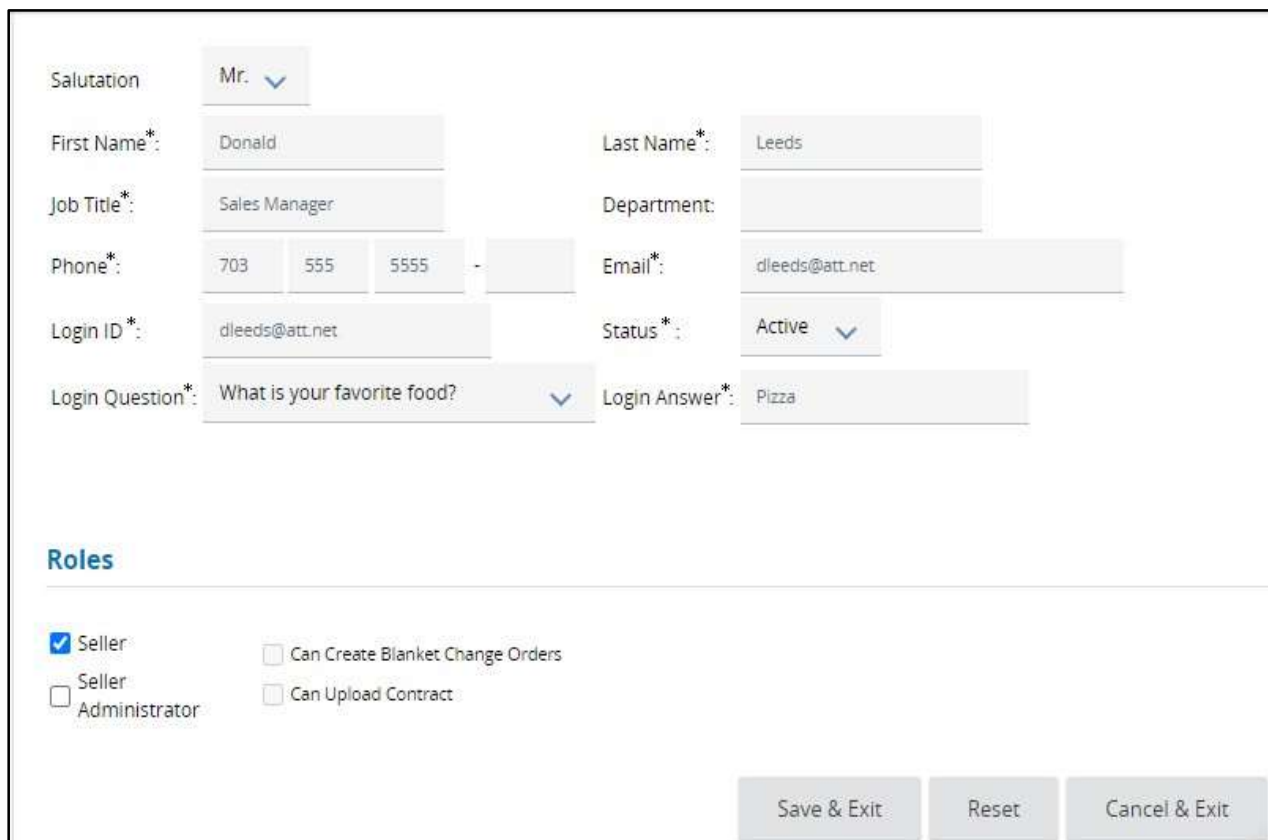From this menu, select the **Add Users on this Account** menu option.
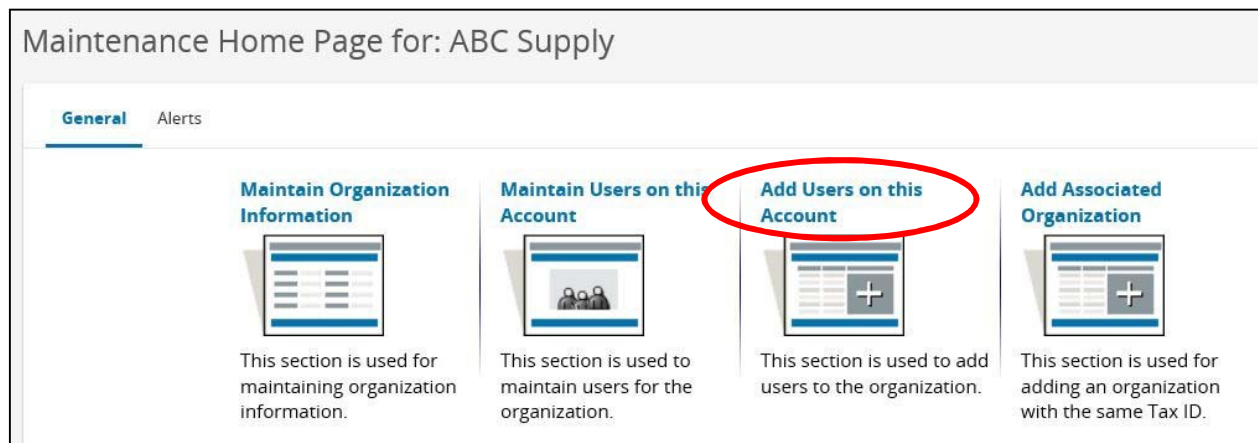
Enter and Save User Information

A page containing general information fields for a new user is displayed. The required fields are:

- First Name*
- Last Name*
- Job Title*
- Phone*
- Email Address*
- Login ID*
- Login Question* (select from the dropdown list)
- Login Answer*
- Role(s)* (in this example, the new user is being assigned the Seller role)

Note: Fields highlighted with an asterisk are required
Login IDs must be from 6 to 100 characters long and are not case sensitive

Salutation	Mr. ⌄		
First Name*:	Donald	Last Name*:	Leeds
Job Title*:	Sales Manager	Department:	
Phone*:	703 555 5555 -	Email*:	dleeds@att.net
Login ID*:	dleeds@att.net	Status*:	Active ⌄
Login Question*:	What is your favorite food? ⌄	Login Answer*:	Pizza

Roles

- ☑ Seller
- ☐ Seller Administrator
- ☐ Can Create Blanket Change Orders
- ☐ Can Upload Contract

Save & Exit   Reset   Cancel & Exit

Once you have entered and reviewed the user information, click **Save & Exit** to complete the transaction.

Advise User of Their Login Information

The user will receive an email with the Login ID and temporary password. The user will be prompted to select a new password upon login.

Passwords must conform to the following format and are case-sensitive:
- Must be between 7 and 15 characters
- Must include both alpha and numeric characters
- Must include at least one special character (e.g., #, @, %, $, !)

Additional requirements for passwords:
- Passwords must be changed every 90 days
- A password cannot be reused until five other passwords have been used
- After four unsuccessful attempts to log in, the account will be locked