


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.

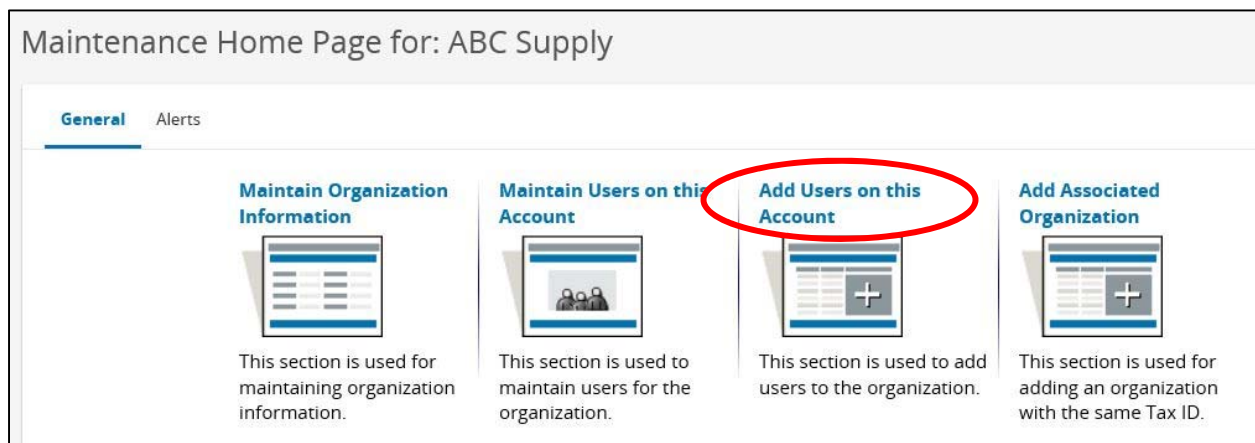
When you have logged in, make sure that if you have both the Seller and Seller Administrator roles, that you have the Seller Administrator role selected. This is the role that allows you to add and maintain users.

- 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 **Maintain Users on this Account** menu option.



Maintenance Home Page for: ABC Supply

General Alerts

Maintain Organization Information
This section is used for maintaining organization information.

Maintain Users on this Account
This section is used to maintain users for the organization.

Add Users on this Account
This section is used to add users to the organization.

Add Associated Organization
This section is used for adding an organization with the same Tax ID.

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 Number*
- Email Address*
- Login ID*
- Password * / Confirm Password* (this is the temporary password)
- Login Question* (select from dropdown list)
- Login Answer*
- Role(s)* (in this example the new users 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

New Vendor User for ABC Supply

Salutation	Mr. <input type="text"/>		
First Name*	<input type="text" value="Donald"/>	Last Name*	<input type="text" value="Leeds"/>
Job Title*	<input type="text" value="Sales Manager"/>	Department:	<input type="text" value="Sales"/>
Phone*	<input type="text" value="703"/> <input type="text" value="555"/> <input type="text" value="5555"/> - <input type="text"/>	Email*	<input type="text" value="dleeds@att.net"/>
Login ID*	<input type="text" value="DLEEDS"/>	Status*	<input type="text" value="Active"/>
New Password*	<input type="password" value="....."/>	Confirm Password*	<input type="password" value="....."/>
Login Question*	<input type="text" value="What is your favorite food?"/>	Login Answer*	<input type="text" value="Pizza"/>

Roles

<input checked="" type="checkbox"/> Seller	<input type="checkbox"/> Can Create Blanket Change Orders
<input type="checkbox"/> Seller Administrator	<input type="checkbox"/> Can Upload Contract

The temporary password **buysp55d!** should be entered in both the Password and Confirm Password fields. Once you have entered and reviewed the user information, click **Save & Exit** to complete the transaction.



Advise User of Their Login Information

The user should be notified and given the temporary password to use to log in. The user will be prompted to select a new password upon log in.

Passwords must conform to the following format and are case sensitive:

- Must be between 6 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 180 days
- A password cannot be reused until 5 other passwords have been used
- After 4 unsuccessful attempts to login, the account will be locked