

Creating a New User

Step 1:

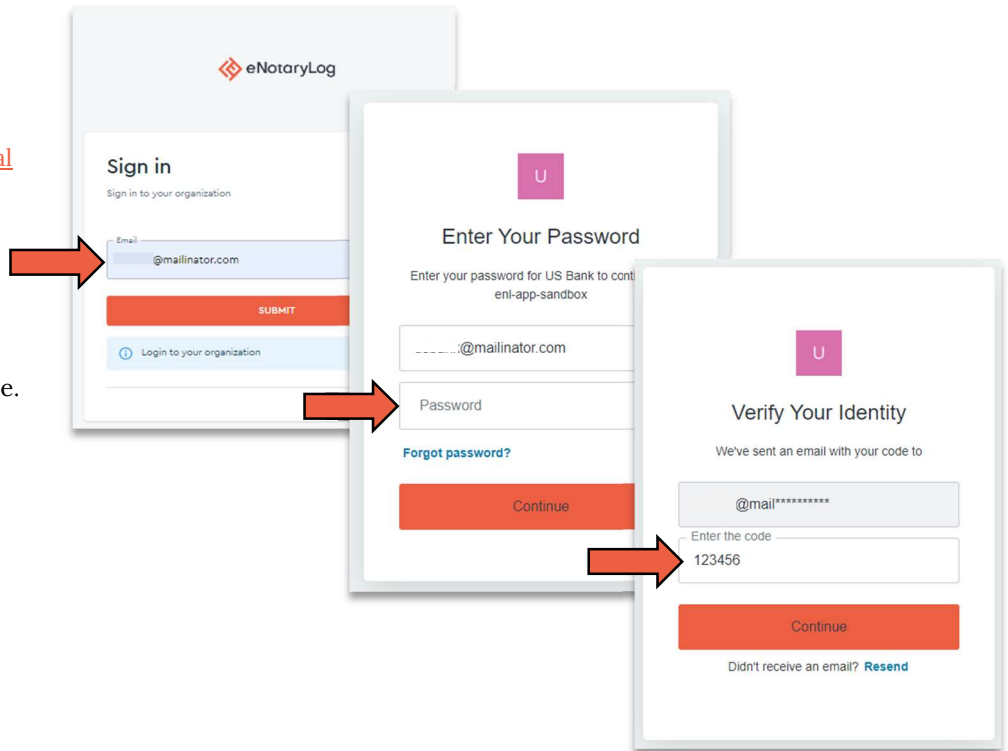
To log into the eNotaryLog platform go to:

<https://dashboard.enotarylog.com/portal>

You will enter in your email address, use lowercase letters. Then click **SUBMIT**.

Next enter in your Password and click Continue.

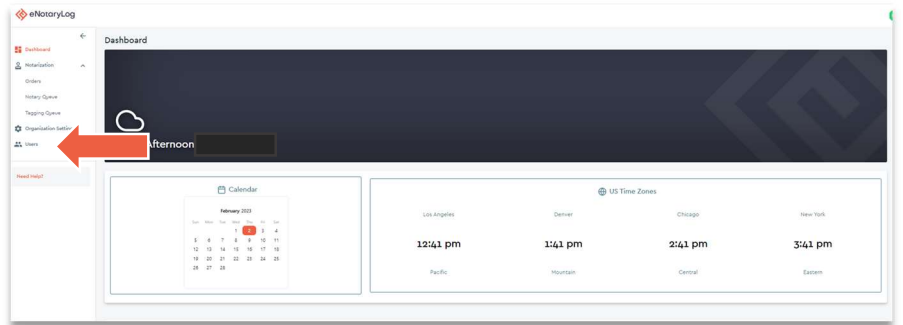
You will be emailed an authentication code. Enter it in the box provided and click Continue.



Step 2:

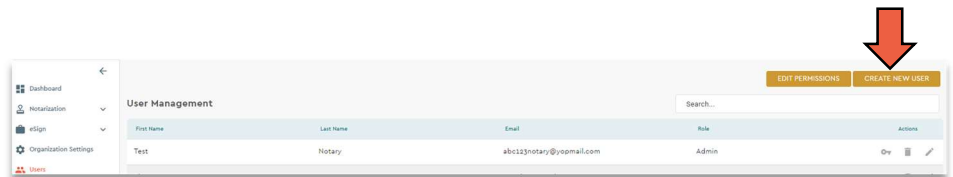
After login you will be on the Dashboard.

On the left-hand edge is your toolbar. Select **Users**.



Step 3:

On the Users page, select **CREATE NEW USER** in the upper right-hand corner.

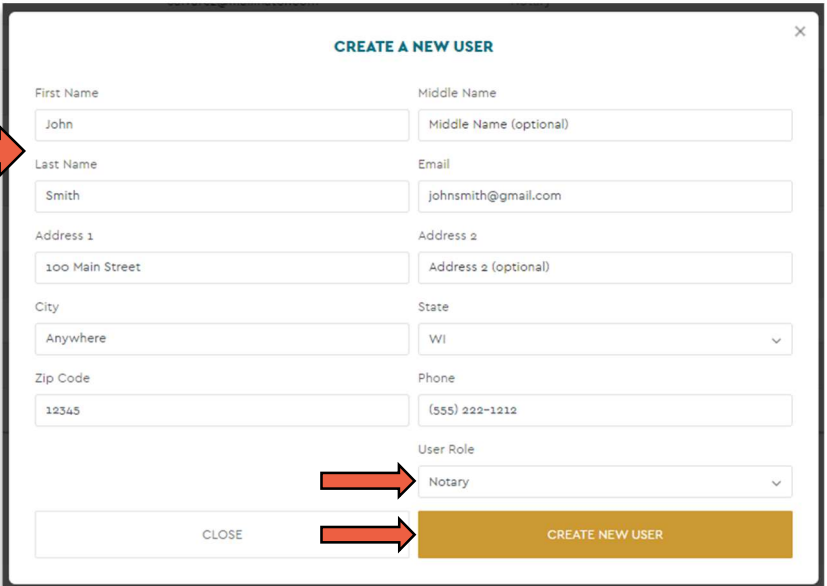


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Step 4:

You will enter in all the information for the user including first and last name, email, business address, phone number and you will choose the role/permissions for the user then click CREATE NEW USER at the bottom of the pop-up window.

The user will be sent an email to authenticate themselves, create a password and login.



The screenshot shows a 'CREATE A NEW USER' form with the following fields and values:

Field	Value
First Name	John
Middle Name	Middle Name (optional)
Last Name	Smith
Email	johnsmith@gmail.com
Address 1	100 Main Street
Address 2	Address 2 (optional)
City	Anywhere
State	WI
Zip Code	12345
Phone	(555) 222-1212
User Role	Notary

At the bottom of the form, there are two buttons: 'CLOSE' and 'CREATE NEW USER'. Red arrows point to the 'First Name' field, the 'User Role' dropdown, and the 'CREATE NEW USER' button.