

# Registering a New User

To start using the **OPS-COM User Portal**, all customers must register as a new user. User Registration allows administrators to register a user manually. This will allow access to features such as purchasing parking permits, renting lockers, and managing violations.

## Quick Steps:

1. Go to **User Management>User Registration**.
2. Fill in the **User Type, Username**, and user info in the **User Registration Form** and click **Submit Registration**.
3. On **Edit User Profile** page, enable **Allow user login and mark account as active** checkbox.
4. Complete the mandatory fields in the **Edit User Profile** screen.
5. **Submit Profile Information** and confirm the information. If correct click **Information Correct**.
6. Registration is complete. Add a vehicle or purchase a permit if needed.

## Step by Step Instructions:

1. Under **User Management** menu, click on **User Registration**.
  - The **User Registration Form** will appear.
  - Fill out the initial standard information:
    - Select the **User Type**.
    - Enter the **Username** and **required user information**.
2. Click **Submit Registration** to move to the next page.

### On the Edit User Profile page:

1. Enable the **Allow user login and mark account as active** checkbox.
  - This setting will allow the user to self-manage their account via the **User Portal** and prompt them to change their password.
2. Complete profile information and any mandatory fields.
  - Click **Submit Profile Information**.
  - The **Confirm Registration Information** screen will appear.
    - Verify all information is correct.
    - If edits are needed, click **Back**.
    - When ready to proceed, click **Information Correct**.
3. Complete registration:
  - You will be directed back to the **Edit User Profile** screen where a pop up will let you know that the user profile was successfully updated.

- You can now proceed to the correct menu to add a vehicle or purchase a permit for the user.

Fields marked with a red exclamation (!) after failed submission are mandatory fields that must be completed.

Admins with proper permissions can adjust which fields are mandatory.

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