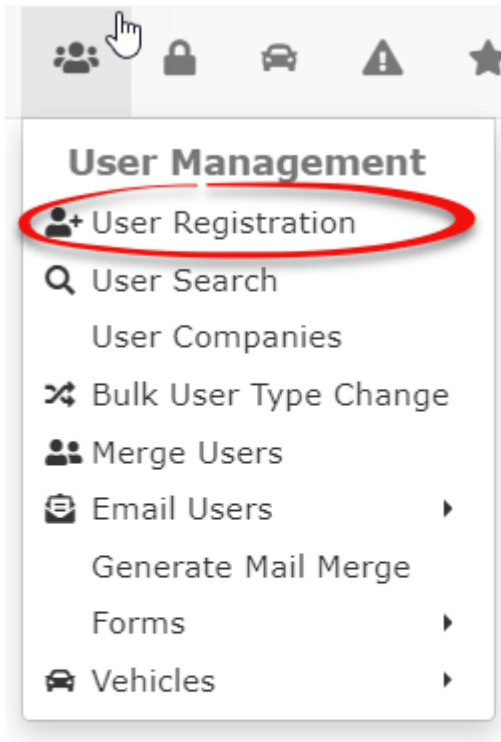


Registering a New User

Manual User Registration

Hover over **User Management** and click **User Registration**.



The **User Short Registration Form** displays.

The initial standard information screen appears. Choose your user type and fill in the username and user info.

User Registration Form

User Type

--- Select User Type ---

?

Username

Email Address

First Name

Last Name

Submit Registration

The **User Full Registration Form** displays.

Fields with an asterisk * are mandatory. Admins with the correct permissions can control what fields are mandatory.

Edit User Profile

--- Archive Type --- ▾

Archive User



Personal Information

☒ Allow user login and mark account as active

User Type

Full Time Staff ▾



Username

pbennett

User Directory

OPSCOM [OPSCOM] ▾

Unique ID

Email Address

pbennett@nomail.com



Password



Leave this blank to keep the existing password.

The user will be required to change their password upon their next login.

Preferred Language

English ▾

Salutation

Mr. ▾

First Name

Paul

Middle Name

Last Name

Bennett

Permanent Mailing Address

123 Main Street

City

Ottawa

Province

Ontario ▾

Postal Code

K0A2X0

Local Phone Number

613-808-9999

Please include area code

Drivers Licence

Location of Issuance

Select Province ▾

Date of Birth

Jan 07, 2021

clear

Tax Exemption Code



Private Comment

Public Comment

No Aliases ?

Edit Aliases

☐ People Alarm☐ Licence Plate Alarm

Allow Text2ParkMe reminders

☐ Reminders currently disabled

Enable the **Allow user login and mark the account as Active** checkbox. This will allow this user to self-manage on the User Portal. They will be prompted for a password change.

You must select the correct **User Type**. The User type defines what options are available for the User to Purchase through the User Portal.

Click the **Submit Registration Information for Processing** button. The **Confirm Registration Information** screen displays. Verify the information is correct. If you need to edit any information click the **Back** button. When you are ready to proceed, click the **Information Correct** button.

The **Registration Complete** screen will display. You may now add a vehicle or purchase a permit for this user.

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