

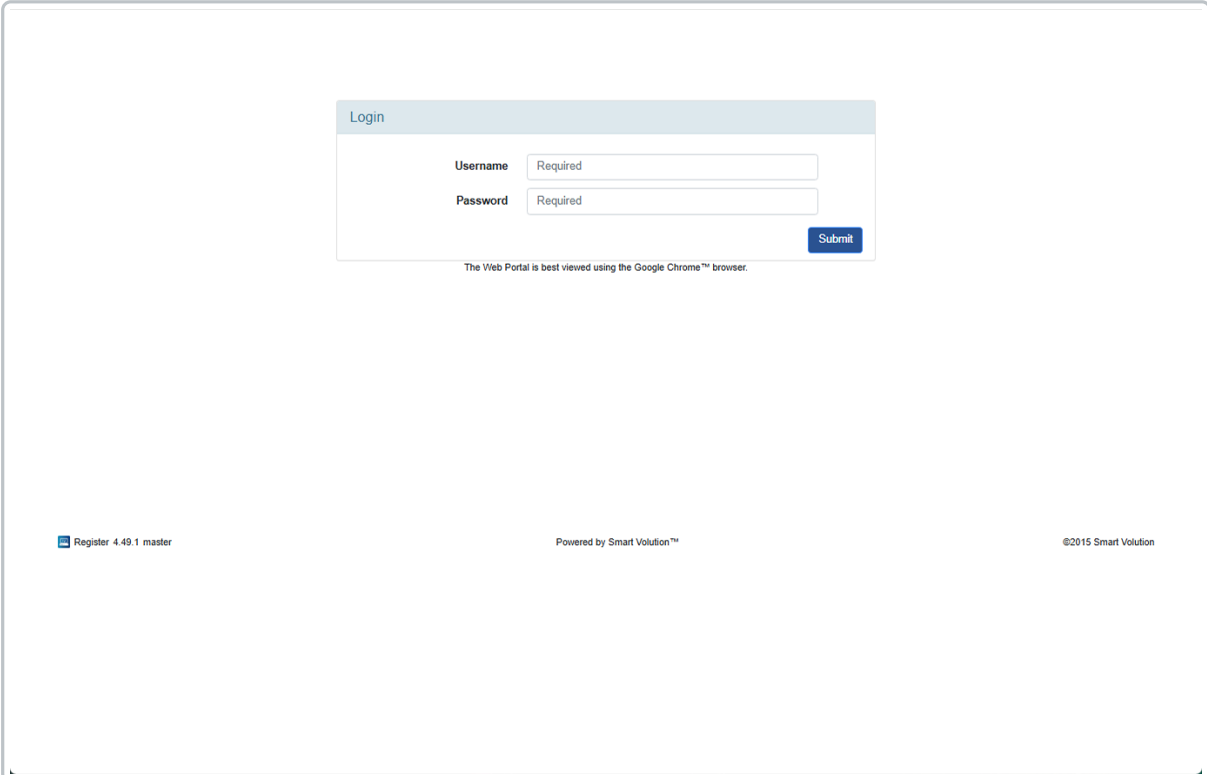
# ?? How to add / manage Web Portal Users

Last Modified on 07/07/2025 2:19 pm BST

By default, your **Solution Provider** will create a **Web Portal** account using the primary registered email address on your account.

To manage additional users:

1. **Log in to the Web Portal** using your administrator credentials.

A screenshot of a web portal login interface. At the top, there is a light blue header with the word "Login". Below this, there are two input fields: "Username" and "Password", each with a "Required" label to its left. To the right of the "Password" field is a blue "Submit" button. Below the input fields, a small line of text reads "The Web Portal is best viewed using the Google Chrome™ browser." At the bottom of the page, there are three footer items: "Register 4.49.1 master" on the left, "Powered by Smart Volution™" in the center, and "©2015 Smart Volution" on the right.

2. In the top navigation bar, click **Admin**, then select **Portal Users** from the submenu.

register

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Dashboard

Config

Reports

Stock

CRM

Devices

Admin

Help

Logout

Portal Admin: Business Owner (boss@newco.com)

Merchant: NewCo Trading

Portal Users

Merchant Details

Dashboard

Daily

2025-07-02

+01:00 BST (British Summer Time), CET (Central European Time)

Average Spend Per Customer : 113.98

Transaction Count : 15

Refund Count : 3

Transactions by Tender Type

Transaction Totals

Register 4.49.1 master Privacy Policy

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Download Template

Import Records

Export Records

New Portal User

Portal Users

	First Name	Last Name	Username	Role	Last Login	Status
	Business	Owner	boss@newco.com	Administrator	2025-07-04 15:23:19	Enabled

Showing 1 to 1 of 1 entries

Register 4.49.1 master Privacy Policy

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3. On the **Portal Users** screen, you can:

- **Add a new user:** Click the **New Portal User** button and fill out the user details in the form provided.

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DashboardConfigReportsStockCRMDevicesAdmin

HelpLogout

Portal Admin: Business Owner (boss@newco.com)Merchant: NewCo Trading

Portal User

Help

First NameRequired

Last NameRequired

UsernameRequired

PasswordRequired

Confirm PasswordRequired

RoleUser

Portal LanguageUse Browser Settings

CancelSaveSave & Add Another

Register 4.49.1 masterPrivacy Policy

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- **Edit an existing user:** Click the **pen icon** (✎) next to the user you want to modify.
- **Delete a user:** Click the **trashcan icon** (🗑) next to the user to remove their access.

**Tip:** Ensure you use a unique email address for the username, all Portal Users have strong passwords and please only provide access to trusted personnel.