

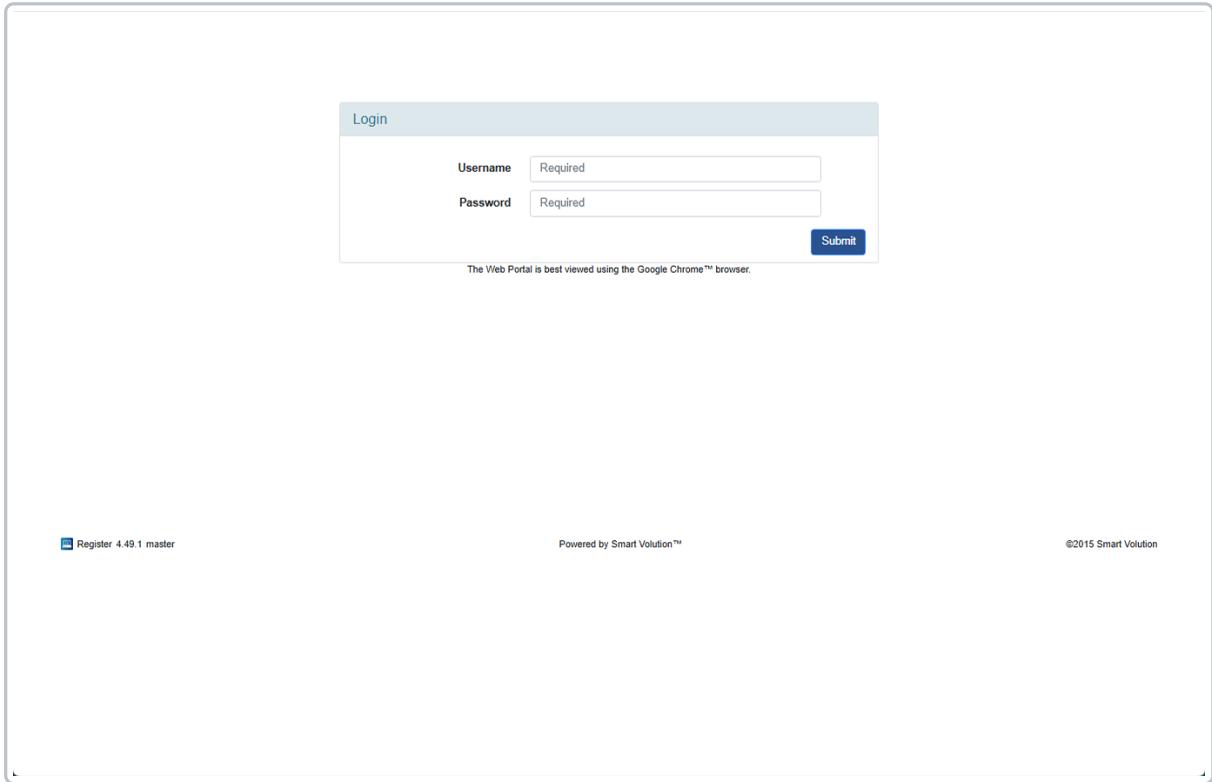
?? How to add / manage Web Portal Users

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.

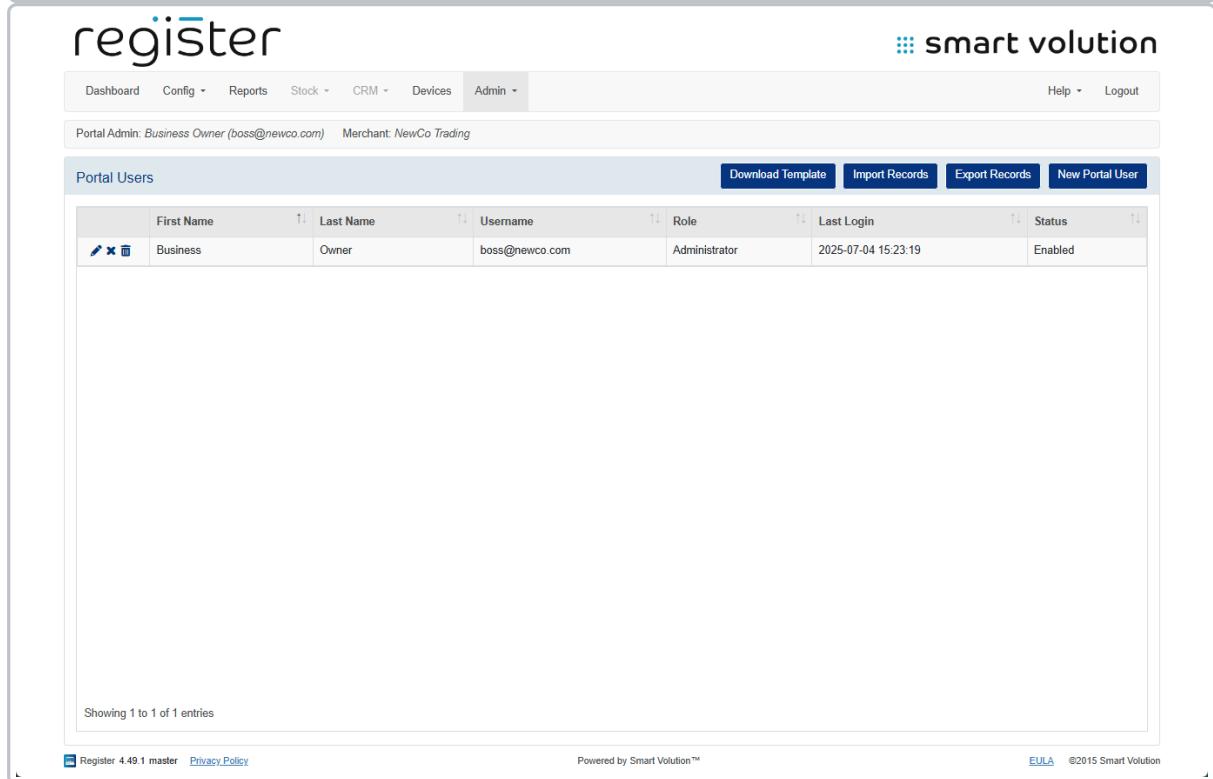
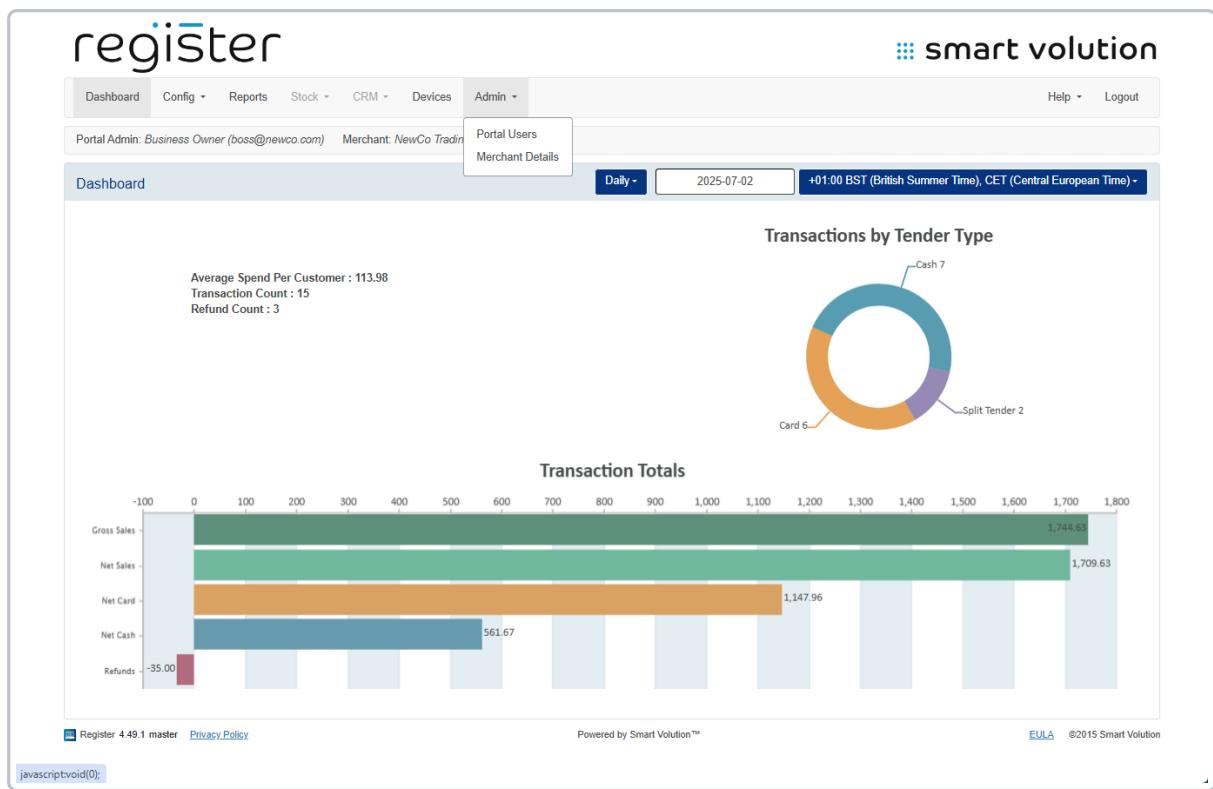
To manage additional users:

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



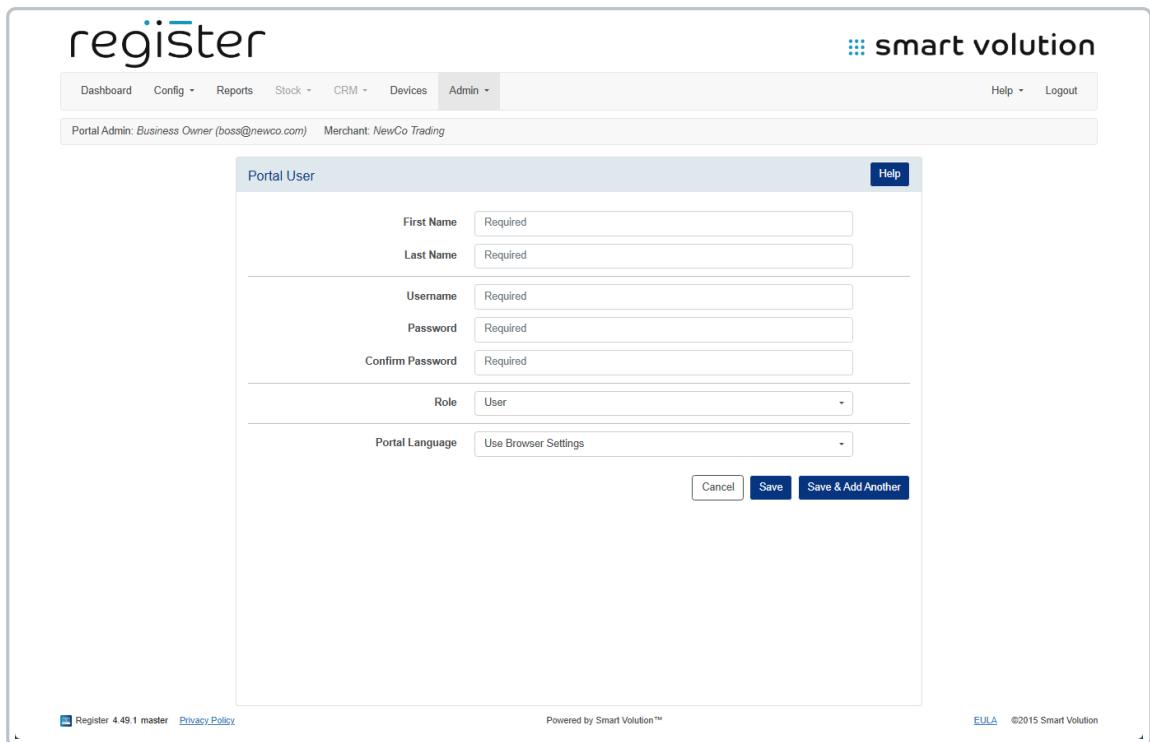
The screenshot shows the login interface of a web portal. The header is 'Login'. The form contains 'Username' and 'Password' fields, both marked as 'Required'. Below the form is a note: 'The Web Portal is best viewed using the Google Chrome™ browser.' At the bottom are links for 'Register 4.49.1 master', 'Powered by Smart Volution™', and '©2015 Smart Volution'.

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



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.



The screenshot shows the 'register' portal interface. At the top, there is a navigation bar with links for Dashboard, Config, Reports, Stock, CRM, Devices, Admin, Help, and Logout. The Admin link is currently selected. Below the navigation bar, the user is identified as 'Portal Admin: Business Owner (boss@newco.com)' and 'Merchant: NewCo Trading'. The main content area is titled 'Portal User' and contains a form for creating a new user. The form fields are: First Name (Required), Last Name (Required), Username (Required), Password (Required), Confirm Password (Required), Role (User selected), and Portal Language (Use Browser Settings). At the bottom of the form are buttons for Cancel, Save, and Save & Add Another.

- **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.