



Creating New User

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RME has now given the ability for our clients to create their own user IDs when needed. When you hire a new collector or if more clients wanted to have access to the system to review their accounts or add new ones.

To use this option the user must have a Y in Security area of user ID System Security settings.

System Security (Page 1)

User ID PSJONA Name PS TEST USER

Cell phone number

Companies 01 All (Y)

Areas **Security** Control files Client updates

(Select with "Y") Client inquiry Coll.updates-YTW Collector inq.

Payment entry Account updates Client stmts.

Special opt. Client reports Coll. reports

Other reports Month/Year-end Letter formats

Acct.processing Nightly process On-line client

Menus System control Management Payments

(Select with "Y", Daily ops. Acct.processing Inquiry

or "S" for the Special options Daily reports Periodic rep.

starting menu) Month/Year-end Client stmts. Letter formats

Main menu Custom mods. On-line client

Custom menu

Close accounts (YCN) Special authority (A-Z) GUI On/Off (Y,N)

Access legals (Y,P) User is a collector (Y,S) On-line client (Y)

Cost factor (¢)

Acct.viewed note-N

F1-New selection F3-Search F4-Remove record F6-Duplicate Menu Delete 'D'

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At the moment, this feature is ONLY available using CLASSIC VIEW.

Go to System Control Menu > System Security > Create new user for hosted Client

System Security

Select one of the following options -

1. System security
2. Client access by User ID
3. Client profile update for client access by User ID
4. User activity inquiry
5. Setup number of days to purge user activity log
6. Custom menu setup
7. Account access for states by User ID (or reporting group code)
8. Right party authentication options
9. Reset password for any User
10. Create new user for hosted Client

Option

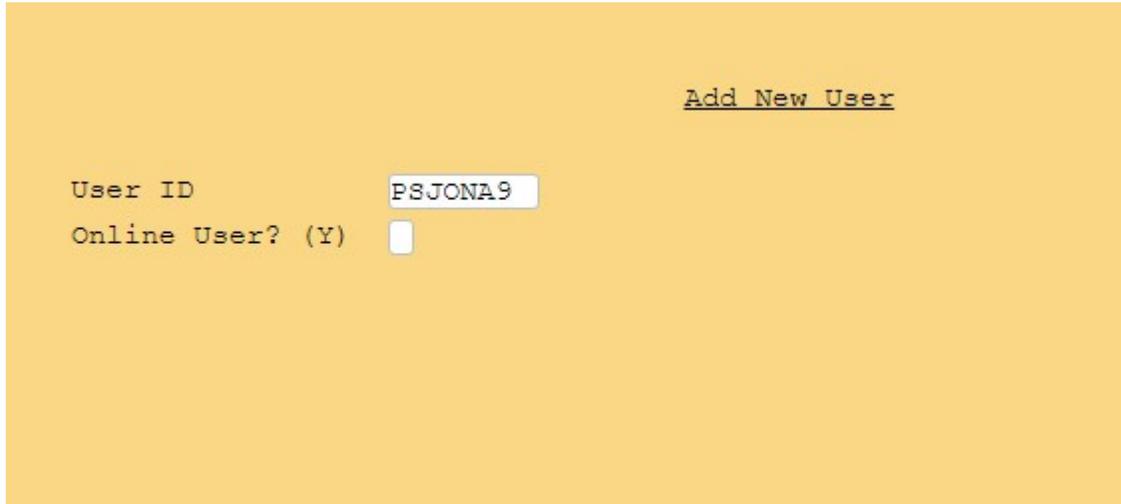
F7-Cancel **Press ENTER to Continue**

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Screen below will prompt.

You have to enter the preferred User ID and answer if this is an online client or not

IMPORTANT: DO NOT forget to put in your company's two-character code at the beginning. Example: PS****

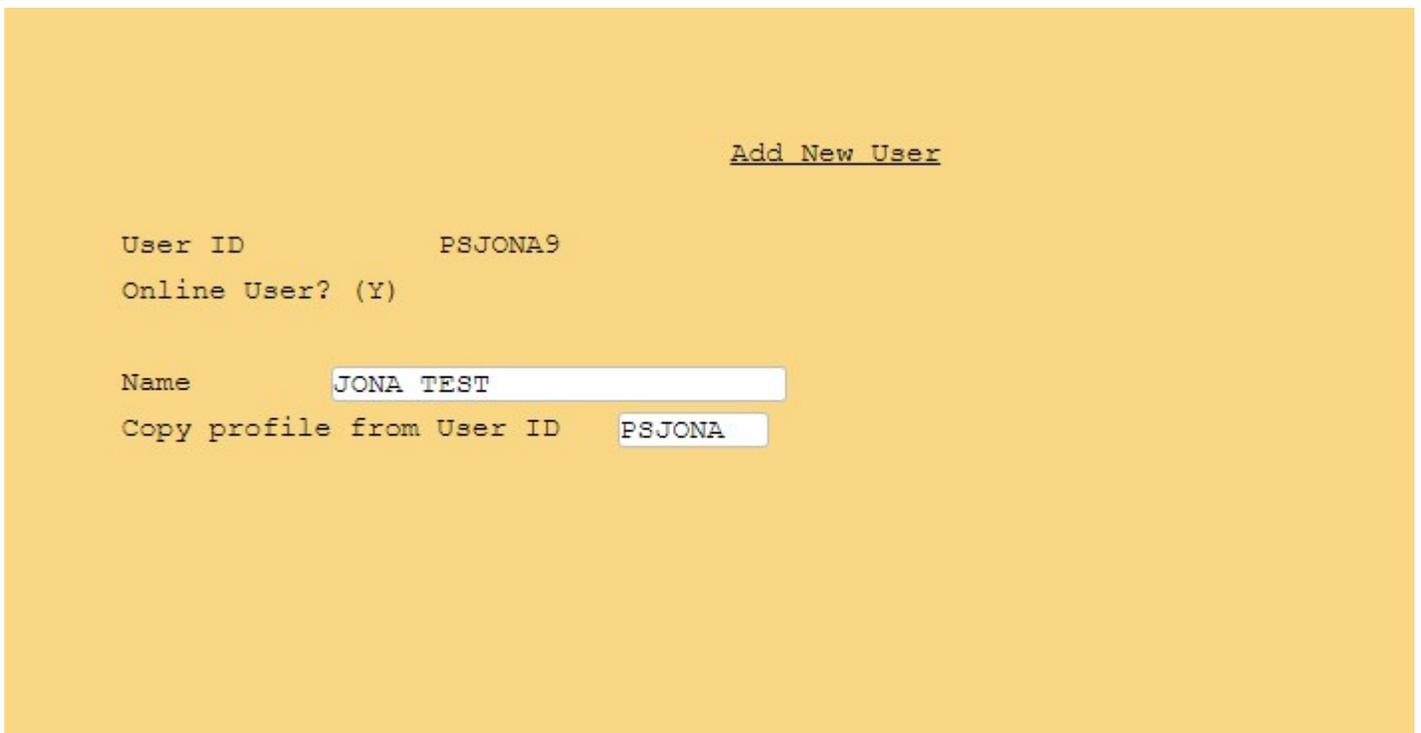


Add New User

User ID PSJONA9

Online User? (Y)

Hit ENTER and this next screen will prompt where a Name should be entered and an existing user ID will be needed to copy the security settings and access of this new user.



Add New User

User ID PSJONA9

Online User? (Y)

Name JONA TEST

Copy profile from User ID PSJONA

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After successful user creation, message that states “User ID is created” will show



The screenshot shows a terminal window with a yellow background. At the top right, there is a button labeled "EXIT". In the center, the text "Add New User" is displayed. Below this, there are two input fields: "User ID" with the value "PSJONA9" and "Online User? (Y)" with a radio button. At the bottom left, the message "User ID Created" is displayed, circled in red, with a button labeled "F7-Exit" below it.

NOTE: If you get a message that says “User ID already setup”:

- Confirm it has not been setup already in the System Security-> System Security (The option with the menu setup etc.)
- Confirm that it has not been created as an actual user ID already.