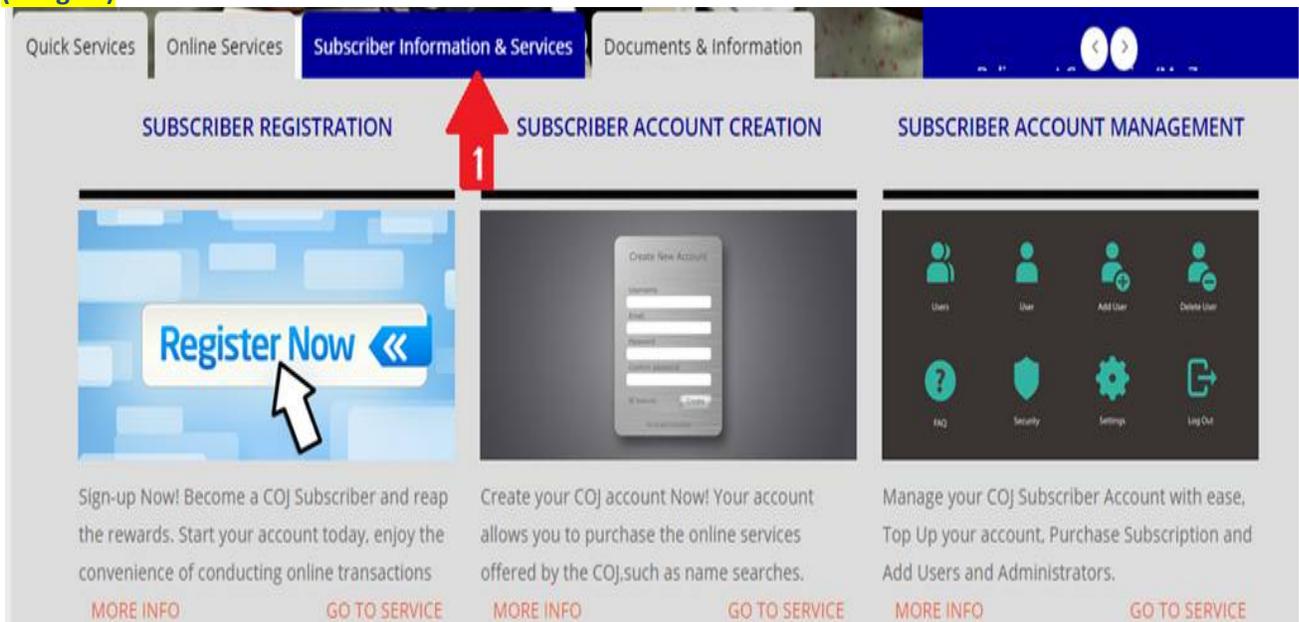


To add additional users you have to first complete a subscriber registration for the new persons. If they had a login from the old website they should just attempt to login and do the migration process.

- To create a new subscriber, from the home page select the tab “Subscriber Information & Services” (See red in Image 1).
- Then select “Subscriber Registration” which is the first option by clicking on the image or **GO TO SERVICE**. Complete the subscriber form and check “**No**” at “**Would you like to create a website account?** “. (The account would have already existed)
- After the subscriber is created login as the administrator and go to “Subscriber Account Management” which is the 3rd option below.

(Image 1)



- You should now be on the Account Management page. Select your account from the dropdown
- After your account information has loaded, scroll down to the “Tasks” area and check **Manage Subscriber(s)**, to add users or **Manage Administrator(s)** to add administrators then click the next button. (see image 3)

(Image 2)

The screenshot shows the 'Account Management' page. At the top, there is a navigation bar with links: HOME, ABOUT US, CITIZENS CHARTER, SERVICES, FEES, COMPLIANCE, FORMS, HELP, CONTACT US. Below the navigation bar, the breadcrumb path is '> Home > Account Management'. The main heading is 'Account Management'. Below this, there is a dropdown menu labeled 'Please Select your Account:' with the selected account 'Duffle Bag[V6-L8-S3-U6-T8-M3]'. A black arrow points to the dropdown arrow. Below the dropdown is the 'Accounts Details' section, which includes the following information:

Account Owner:	Vhas Vassell
Account ID:	Duffle Bag[V6-L8-S3-U6-T8-M3]
Expiry Date:	18 May 2017
Account Balance:	\$999,644,773.29 JMD
Transaction History:	

(Image 3)

The screenshot shows the 'Tasks' page. The heading is 'Tasks'. Below the heading, there is a text prompt: 'Please select the task you would like to complete:'. Below this prompt, there is a list of tasks with radio buttons:

- Top Up Account
- Manage Subscriber(s)
- Manage Administrator(s)
- Purchase Subscription

A tooltip with the text 'Select a option to proceed' is visible over the 'Manage Administrator(s)' option. At the bottom of the page, there are two buttons: 'Cancel' (dark blue) and 'Next' (green).

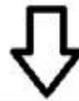
From here enter the username for the person you would like to add and click the add button. The user's information should be in the box below where John Brown is if he/she is added. When finish adding users to your account click the done button.

(Image 4)

Account ID: V6-L8-S3-U6-T8-M3

Account Owner:

Please enter the usernames of the individuals to be added.



Account User:

Remove

Add

Vhas - John Brown

Cancel

Done