Creating new user

Merchant Portal

You can use the "New user" button to create a new user for your application in the tab "Administration User management". By creating new users, you can grant several persons access to the application. This has the advantage of allowing you to assign areas of responsibility and view activities by every user in the application.

Creating a new user

1. *"Create new user" button*

Proceed as follows to create a new user:

1. Click on the "Create new user" button.

The "Create new user" window appears.

1. *Profile and Account Details*
2. *Settings*
3. *Permissions*

User name of the new user

You cannot change the user name after creating the user. The user name can only be changed by Computop Helpdesk for security reasons.

Password for the new user

You cannot enter a password for the new user. The new user will be automatically sent the password valid for use with their access data. You can change the password in the user management once the user has been created. Make sure that you change the password before handing over the access data. Otherwise, your password may be passed on to unauthorized persons.

2. Enter the user name and password.

3. Enter the personal data.

4. Select the localization data and search settings.

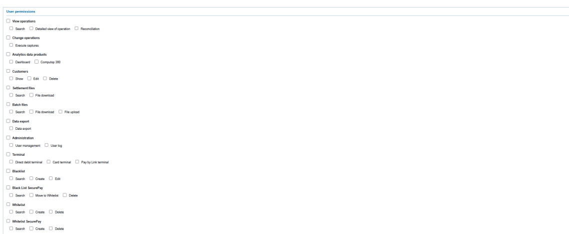
"Time zone" input field

Operations can only be displayed and created with the correct time data as long as you have selected the right time zone for the user.

5. Select the site access rights. A description of the site access rights can be found in the Manage User Section.

Showing and hiding site access rights

When you activate a higher-level site access right (indicated in bold type), the corresponding lower-level site access rights are shown. All lower-level site access rights are shown in Fig. Site access rights.



1. *View operations*
2. *Change operations*
3. *Analytics Data Products*
4. *Customers*
5. *Settlement files*
6. *Batch files*
7. *Data Export*
8. *Administration*
9. *Terminal*
10. *Blacklist*
11. *Blacklist securepay*
12. *Whitelist*
13. *Whitelist securepay*