
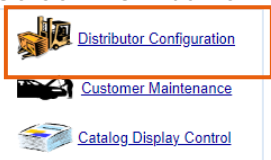
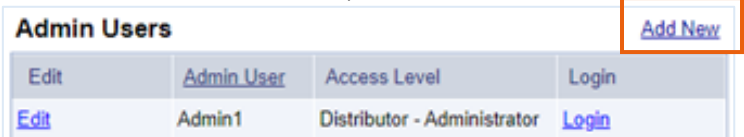

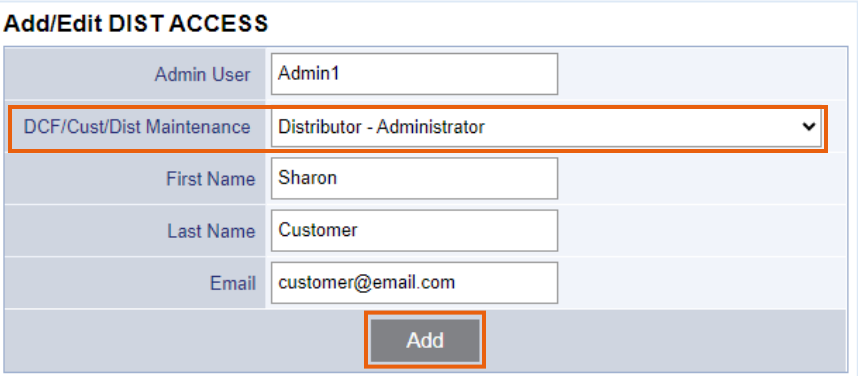


# Nexpart - Adding and Editing Admin Accounts

**Introduction** This job aid reviews how to add and edit admin user accounts in Nexpart. Admin users that you have created will then be able to create/manage customer (Shop) users in Nexpart.

**Creating Admin Account**  You need admin access to Nexpart to add/edit admin user account.

To create an admin user in Nexpart, follow the steps below:

Step	Action
1	Login to <a href="http://www.nexpart.com/admin">www.nexpart.com/admin</a> .
2	Select <b>Distribution Configuration</b> . 
3	From Admin Users section, select <b>Add New</b> .   If the Admin user is existing and you need to update the profile for this user, select <b>Edit</b> to make revisions and click <b>Update</b> .
4	Populate each field and then select <b>Add</b> . You must specify the DCF/Cust/Dist Maintenance as <b>Distributor – Administrator</b> . 

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## Nexpart - Adding and Editing Admin Accounts, Continued

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Step	Action
5	<p>Enter the Password as specified in the Password Guidelines and then select <b>Save</b>.</p> <div><p>Update Password</p><p><b>Password Guidelines</b> Create a password that includes a <b>minimum of 8 characters or more</b>. The password created must use a mix of <b>letters, numbers and symbols</b>. Accents, accented characters or spaces are not supported and should be avoided.</p><p><b>Note:</b> The generated password must pass a complexity check based on a password dictionary validation. <b>Some common words and/or numerical sequences may be rejected by the automated password security validation process.</b> If this occurs, please adjust the password and resubmit.</p><p>Password <input type="password"/></p><div><p><b>Password Requirements:</b></p><ul style="list-style-type: none"><li>8 characters minimum ✓</li><li>One letter required ✓</li><li>One number required ✓</li><li>One symbol required ✓</li><li>Use a complex password ✓</li></ul></div><p>Confirm Password <input type="password"/></p><p>• Password Matches ✓</p><p><b>Save</b></p></div>
	<p>The admin user you have created will receive login credentials to access Nexpart.</p>

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