# PORTING INTERFACE

**ADDING NEW USERS**

Only your Company’s Administrator can add new users.

To Add a User, complete the following steps:

1. From the **Home Page**, click on **Users**.



1. Click **New User**.



1. Populate all mandatory fields and then click **Add**.



The password may be any combination of alphanumeric characters and must be a minimum of 8 characters.

Your new User will be able to login and create LSR Orders immediately.

To Disable a User, remove the check mark from the **Is Enabled** field.