



## **Set Up New User**

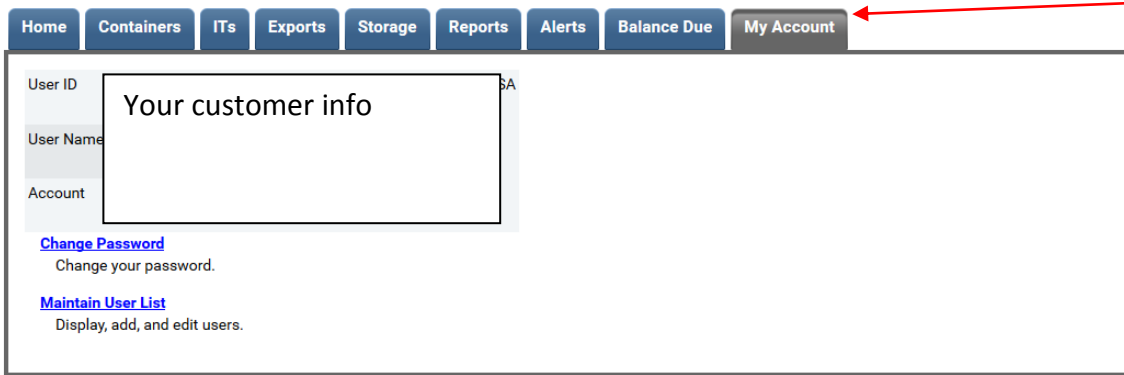
Administrators have access rights to set up and delete users.

From the STG home page you must log in to your account to access your account information. Only the Account Administrator may add/delete users and assign access rights.

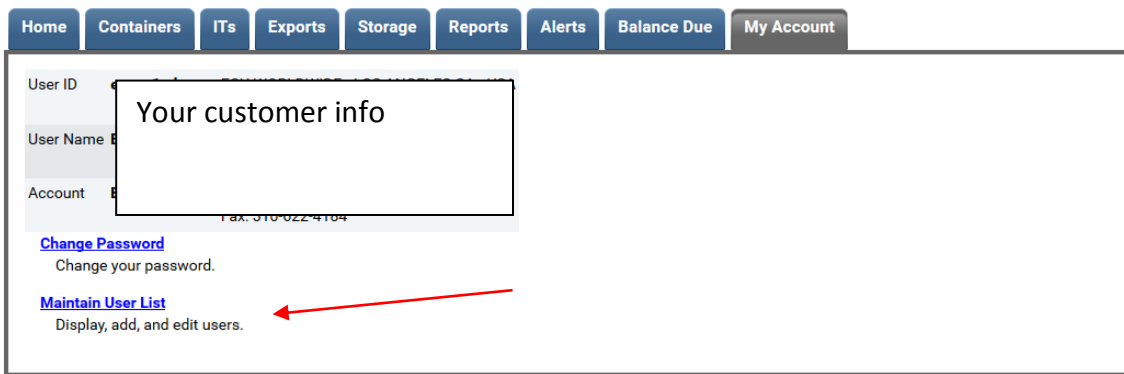
After a successful login you will be directed to the home page:

A screenshot of the STG web portal home page. At the top, there is a horizontal navigation bar with ten tabs: Home, Containers, ITs, Exports, Storage, Reports, Alerts, Balance Due, and My Account. Below the navigation bar is a large white box containing an announcement. The announcement text reads: "St. George Logistics (STG) is proud to announce upgrades to our customer web portal. The STG web portal incorporates current best practices and powered by our new CMS 2.0 platform." This is followed by a list of improvements: "Advanced Reports", "Event Notification", "CUCC of IPI cargo", "Streamlined navigation", "Single point of sign on", and "Build load plans online". Below the list, there is a paragraph about the new functionality and a link to "review our online tutorials". The bottom half of the white box contains a list of menu items with brief descriptions: Containers, ITs, Exports, Storage, Reports, Alerts, Balance Due, and My Account.

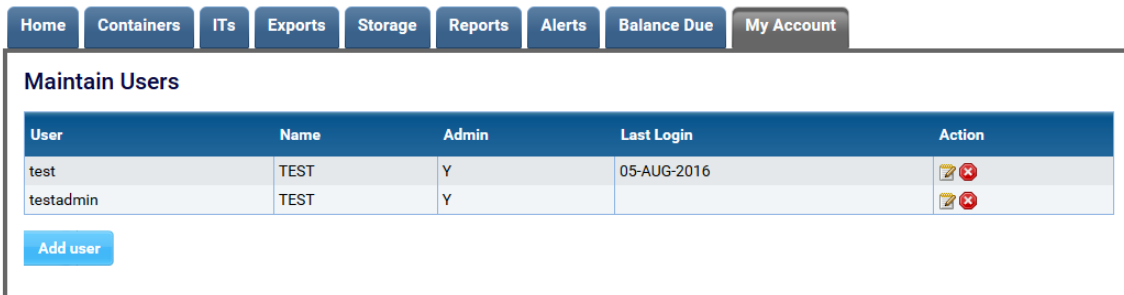
Click on the **Accounts** Tab of your account



After logging in you may select the **“Maintain User List”** link



Click on the **“Add User”** button to add an addition web user



Enter required information for user access on below screen. Please remember to provide access to functions by checking the boxes that apply.

Home Containers ITs Exports Storage Reports Alerts Balance Due My Account

### Add User

Account Number TEST

User ID IDCUST01

Enter password

Confirm password

Name User Name

Email Address User Email address

Allow View of Outturn Reports  
 Allow View of Account Balance  
 Allow View of IT Reports  
 Allow View of Reports  
 Allow E-Guarantees

Freight Releases

None  
 All Releases  
 Local Releases Only  
 Inland Releases Only





Save User

Select "Save" when completed

You may Delete a User by selecting the Delete Button

Home Containers ITs Exports Storage Reports Alerts Balance Due My Account

### Maintain Users





User	Name	Admin	Last Login	Action
test	TEST	Y	05-AUG-2016	 
testadmin	TEST	Y		 

Add user

You may Edit users by selecting the Edit button

Home Containers ITs Exports Storage Reports Alerts Balance Due My Account

### Maintain Users

User	Name	Admin	Last Login	Action
test	TEST	Y	05-AUG-2016	 
testadmin	TEST	Y		 

Add user

Edit the User information and then click on the "Save User" button

Home Containers ITs Exports Storage Reports Alerts Balance Due My Account

### Edit User

Account Number TEST

User ID test

Name

Email Address

Allow View of Outturn Reports

Allow View of Account Balance

Allow View of IT Reports

Allow View of Reports

Allow E-Guarantees

Freight Releases

None

All Releases

Local Releases Only

Inland Releases Only