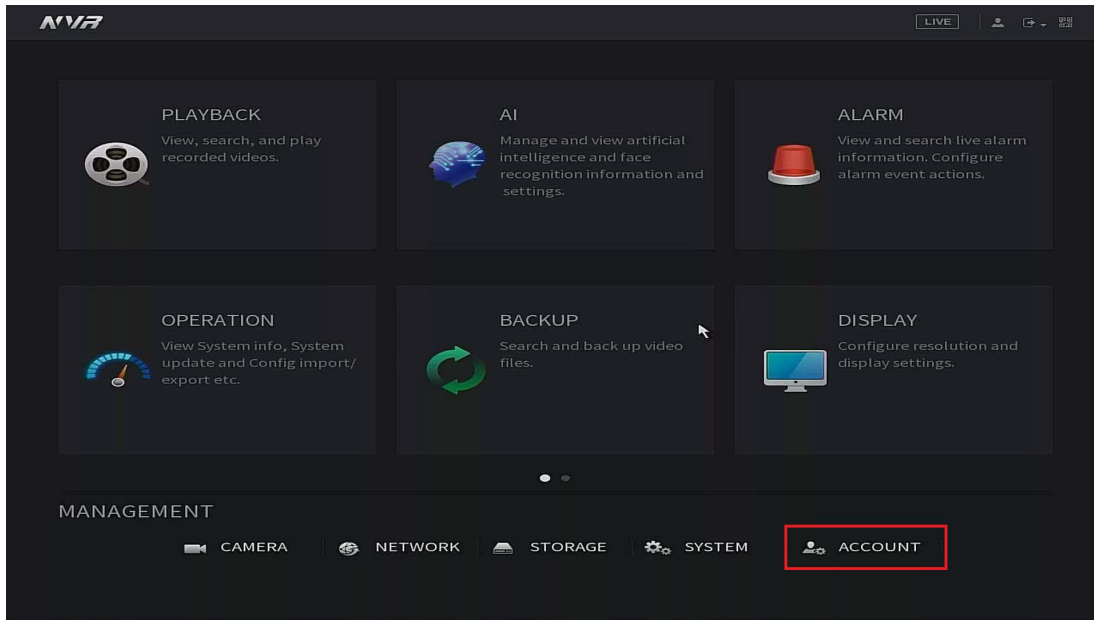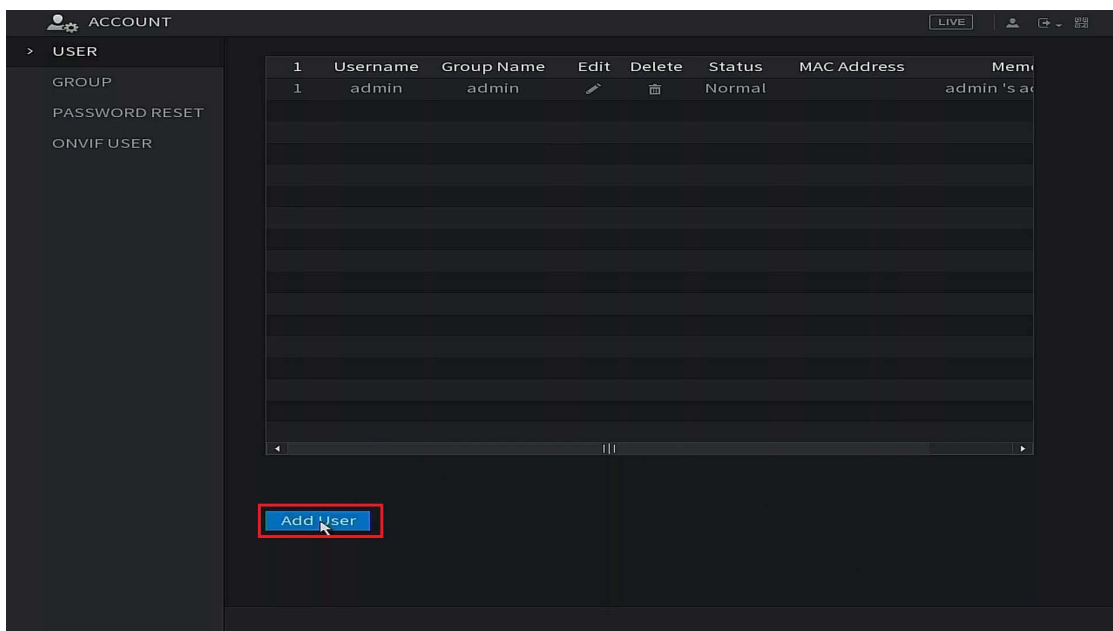## Step 1

From the Main Menu select Account

Step 2

Select User ➙ Click on Add User to create a new Username and Password

Note: You cannot modify the systems defaulted User Names.

Step 3
Create a Username and Password for your new account

Select the permissions you would like the account to access

Step 4

If successful, you should now see your new user listed below