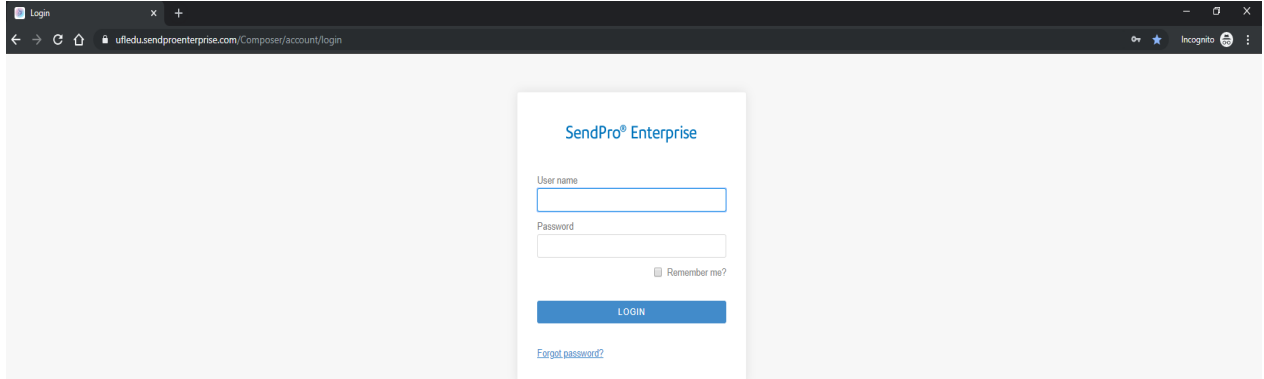
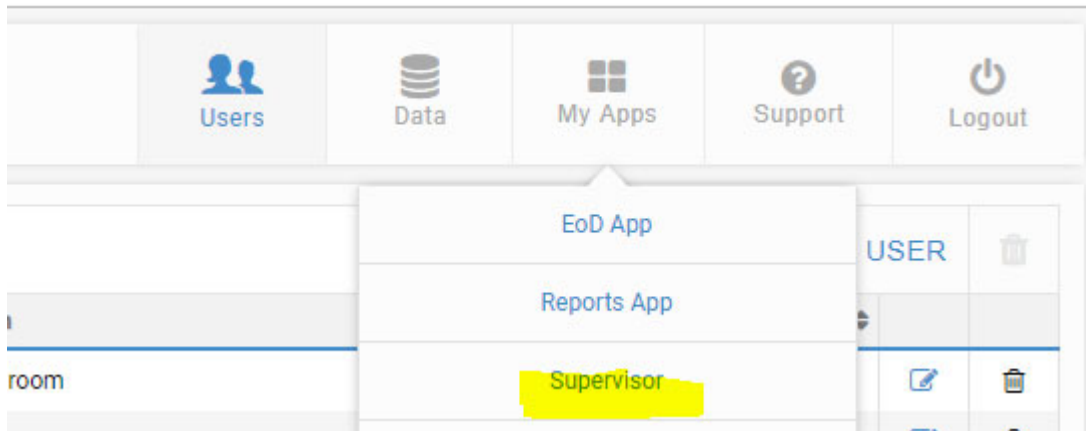


# Add a Desktop User Job Aid

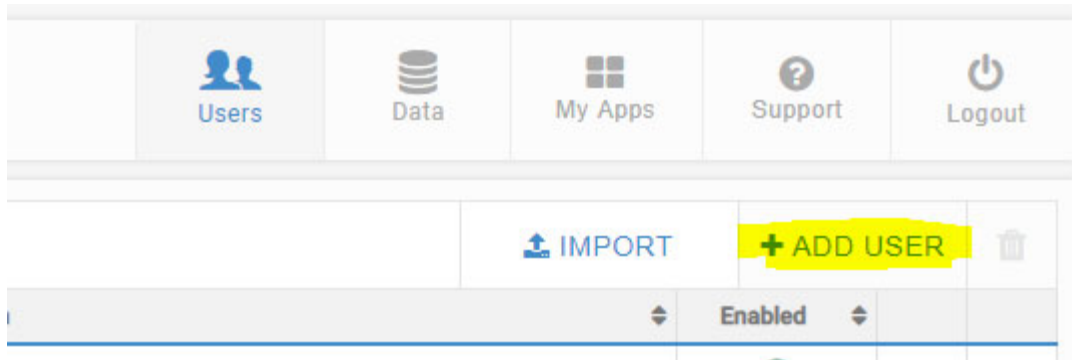
<https://ufledu.sendproenterprise.com>



- 1) Enter your corporate **User ID** and **Password**
- 2) The **View App** screen opens.
- 3) Click on the My Apps button.
- 4) And then click **Supervisor App** option.



## Select Add User



Enter all fields with the Red Asterisk

User Name: User ID name (unique)

Enable: must be checked

Full Name: first name and last name

Role: User is the default

Email: must be unique

Phone:

Location: select proper location

Profile: select proper location with proper profile(user/supervisor)

Default APP: optional, recommended view app

Password: enter a password and confirm. Must satisfy minimum requirements (min.: 8 characters, 1 special character, 1 numeric, 1 uppercase) . You will not need this Password. The Password will be your Single Sign on Password.

Cost Center: is optional if you wish to assign one.

### New User

User Details

User Name \*   Enable  Locked

Full Name  Role \*

Email \*  Phone \*

Location \*  SEARCH

Profile  SEARCH

Default App

Password \*  Confirm password

Localization \*  United States

Job Title  Department

Hazardous shipping  
 Hazardous notifications

Cost Center Description  SEARCH

Account Code Description  SEARCH

Company Code Description  SEARCH

Tax Identifier Type  Tax Identifier

Employer Identification Number