## Add a Desktop User Job Aid

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SendPro® Enterprise								
	And Pro® Enterprise .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.

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			EoD App		USER	
		Reports App		•		
room			Supervisor		Ø	Û
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## Select Add User

My Apps	Support	Logout
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\$	Enabled \$	
	My Apps	My Apps Support  My Apps Support  My Apps  Fundamental Support  My Apps  Support  Su

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 *			Localization *		
		Enable	United States		•
Full Name	Role *	Lоскеа	Job Title	Department	
	User				
Email *	Phone *		Hazardous shipping		
			Hazardous notifications		
Location *			Cost Center Description		
No selection		SEARCH	No selection	SEAR	СН
Profile			Account Code Description		
No selection		SEARCH	No selection	SEAR	СН
Default App			Company Code Description		
Select a Default App			No selection	SEAR	сн
			Tax Identifier Type	Tax Identifier	
Password *			Employer Identification Number 🔻		
Enter password	Confirm password				
L CLONE USER			CANCEL	SAVE SAVE & C	LOSE