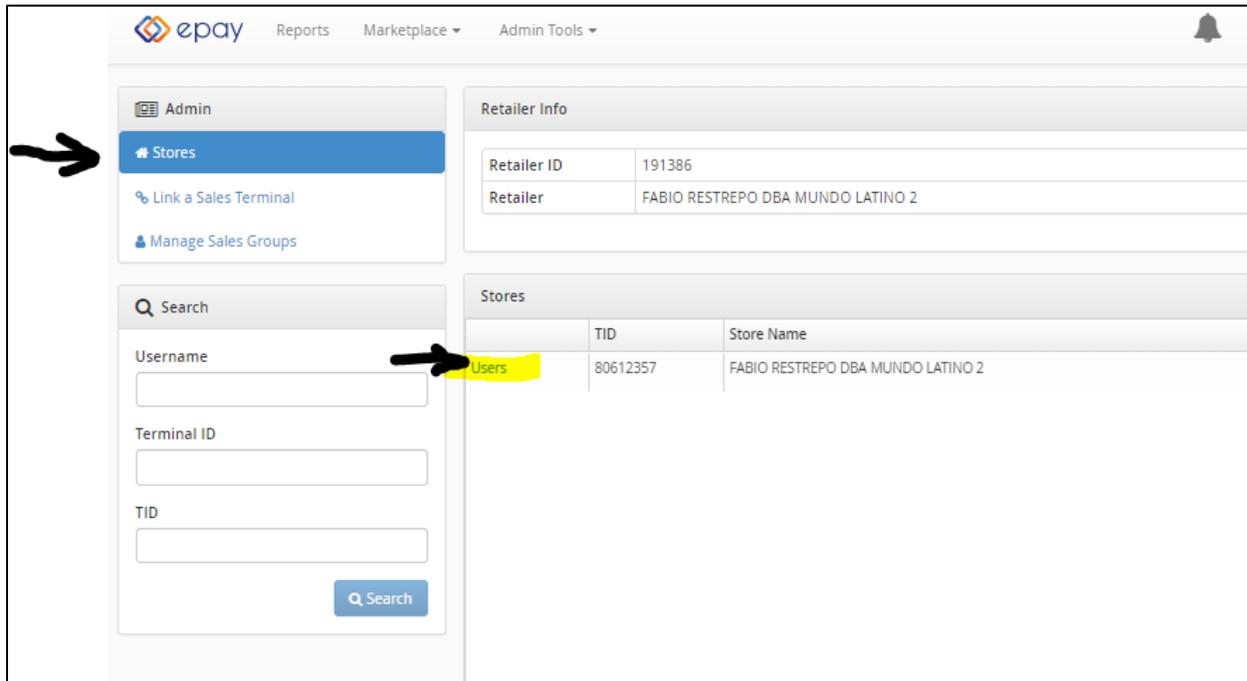
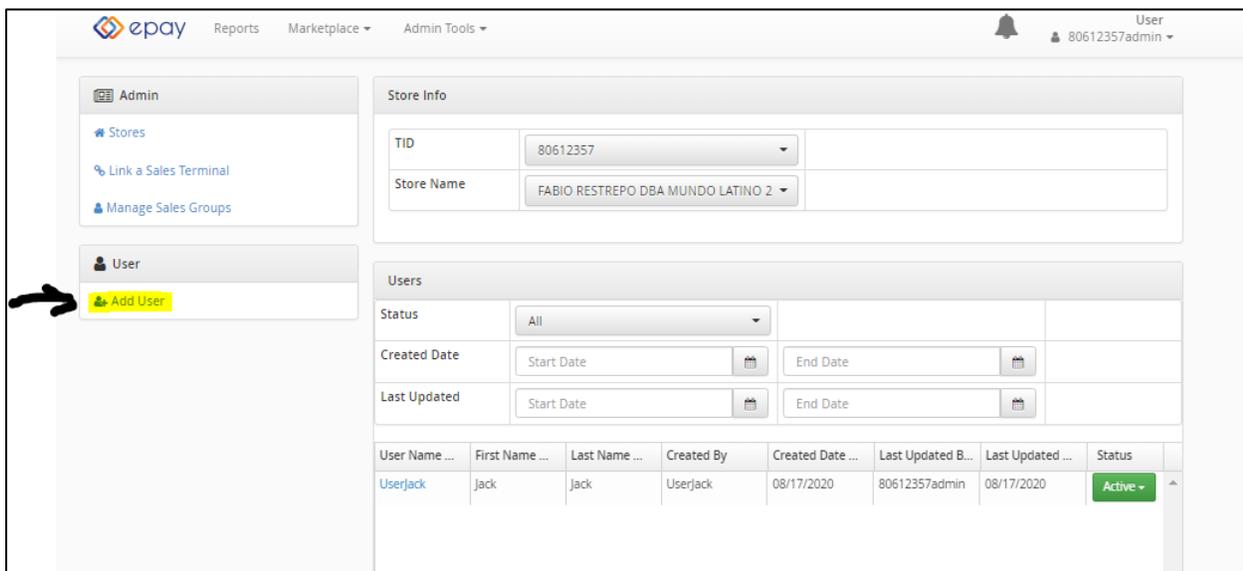


# How to create user accounts on your ePay account



1. Click on Stores
2. Click on Users



### 3. Click Add User

The screenshot shows the 'Add User' form in the ePay admin interface. The form is titled 'Add User' and is located in the 'Admin' section. The form includes the following fields and options:

- Username \***: A text input field.
- Email Address \***: A text input field.
- Password \***: A text input field.
- Confirm Password \***: A text input field.
- Force user to reset password
- First Name \***: A text input field.
- Last Name \***: A text input field.

A blue box provides password requirements: "Your new password must have 8 characters minimum, 1 Uppercase letter, 1 Lowercase letter, 1 number and 1 symbol. The password cannot contain common words (e.g. "Password")."

The 'Roles for this user' section lists the following roles, each with a radio button and an information icon:

- Sale
- Refund
- Enhanced Reporting
- Auto ReBoost
- Show Credit
- Certificate Download

At the bottom of the form are two buttons: a green 'Add User' button and a blue 'Back' button.

- Type in a Username with no spaces. This will be used to login to ePay's portal for activations and refills.
- Type in the user's email address
- Type a password then confirm the password. Please read the rules for the password that you choose.
- Click Force user to reset password
- Provide First and Last Name of the User.
- Click the little circles below Roles for this User to make sure the user can login, and do activations and Refills.
- Finally, Click Add User

Sample:

The screenshot shows the 'Add User' form in the ePay Admin interface. The form includes fields for Username (TestUser), Email Address (testuser@yahoo.com), Password (masked with dots), Confirm Password (masked with dots), First Name (John), and Last Name (Smith). A blue box provides password requirements: 'Your new password must have 8 characters minimum, 1 Uppercase letter, 1 Lowercase letter, 1 number and 1 symbol. The password cannot contain common words (e.g. "Password").'. A 'Force user to reset password' checkbox is checked. On the right, a 'Roles for this user' table lists: Sale, Refund, Enhanced Reporting, Auto ReBoost, Show Credit, and Certificate Download. At the bottom are 'Add User' and 'Back' buttons.

**Now, log out from your admin account.**

**And log back in using the user account that you created. That's where you will be able to make AT&T Prepaid Activations and accept payments for a variety of prepaid services. You should see this screen:**

The screenshot shows the ePay user interface. The top navigation bar includes 'Sale', 'Transactions', 'Reports', 'Marketplace', and 'Resources'. The user is logged in as 'Userjack' with a balance of '\$ 0.00'. The main content area features a 'Customer History' search bar, a 'Favorites' section with tiles for Verizon Account Lookup, T-Mobile Refill (\$10-\$100), Ultra Classic (\$29 - 1 Month), Simple RTR Variable, and a chat service tile. Below this is a 'Products' section with a 'Company' dropdown and a grid of service tiles for Boost Mobile, Dish Network, Verizon Wireless, AT&T Prepaid, T-Mobile, Ultra Mobile, Ultra, Lycamobile, TRACFONE, SIMPLE Mobile, NET10 WIRELESS, and telcel. A black arrow points to the 'AT&T Prepaid' tile.

Click on AT&T Prepaid. Choose Activations from the drop down and proceed to do your AT&T Activations.

The screenshot displays the ePay interface for a 'Transaction - Sale'. The top navigation bar includes 'Sale', 'Transactions', 'Reports', 'Marketplace', and 'Resources'. The user's balance is shown as '\$ 0.00' and the user is identified as 'UserJack'. The main heading is 'Transaction - Sale'. On the left, there is a 'Marketing & Resource Corner' with a 'Chat with customer service' button and a large 'AT&T prepaid' logo. The main content area is titled 'Process Transaction' and features a progress bar with three steps: 'Step 1. Select a product' (highlighted in blue), 'Step 2. Fill in required information', and 'Step 3. Complete transaction'. Below the progress bar, there is a 'Product:' label and a dropdown menu. The dropdown menu is open, showing 'Activations' as the selected option, with 'Pins' and 'RTR' as other visible options. A black arrow points from the 'AT&T prepaid' logo to the 'Activations' option in the dropdown menu. Navigation buttons for 'Home', 'Previous Step', and 'Next Step' are located at the top right of the main content area.