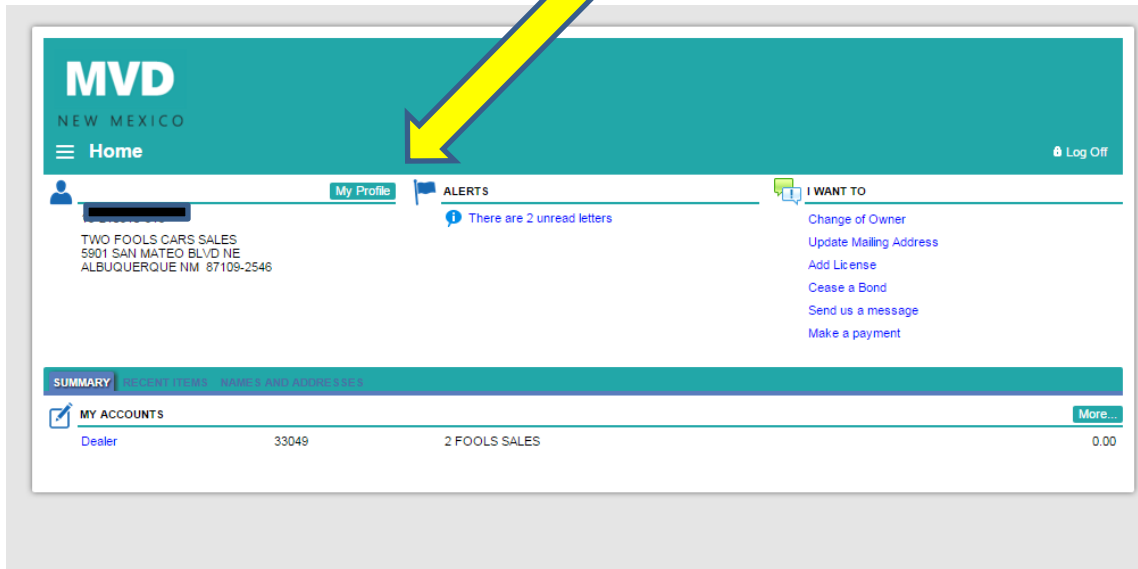
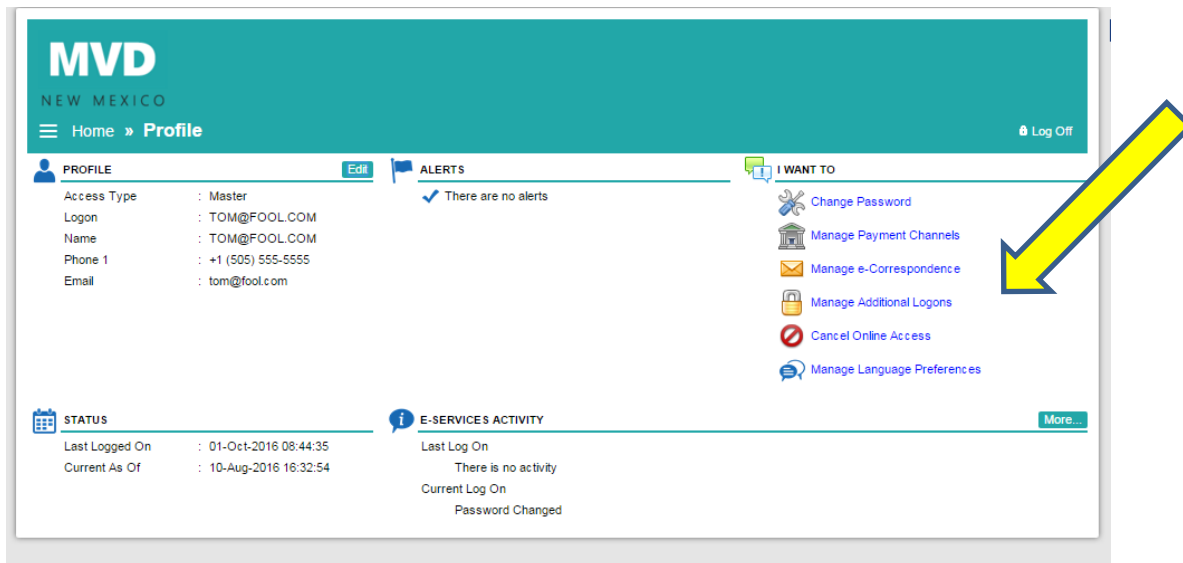


Follow the steps below to add user & establish access for additional users in MyMVD.

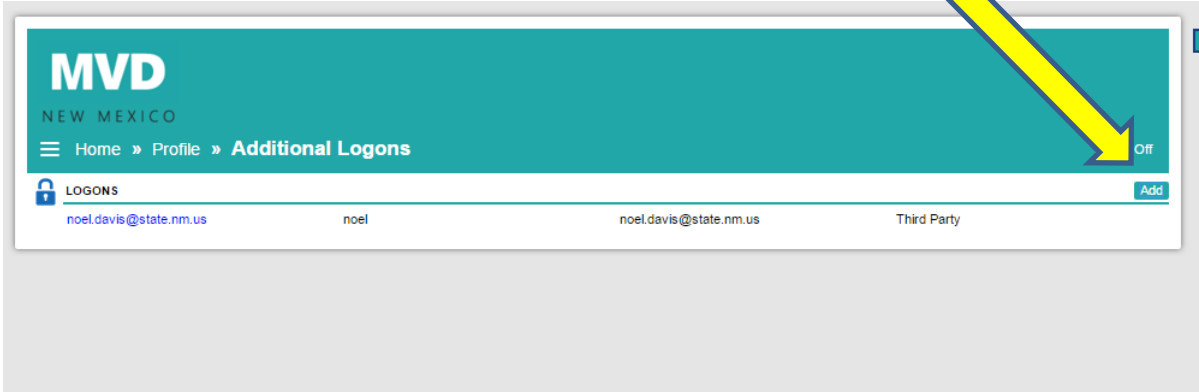
- My profile action button.



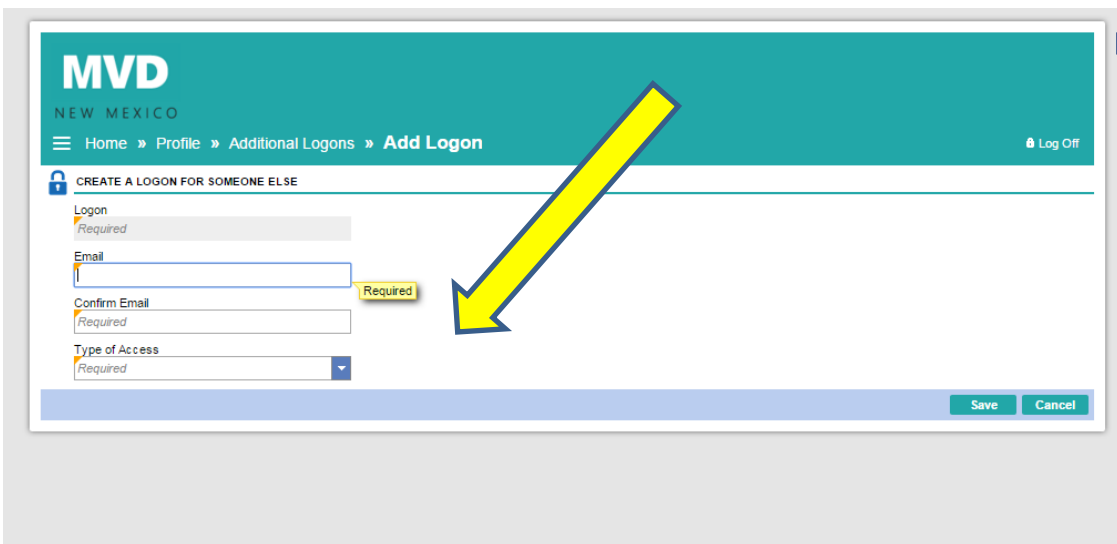
- Manage Additional Logons hyperlink



- “Add” action button.



- Complete necessary information and save. This will create the user and provide a hyperlink to the individual user account.
 - Log on will be the users email address.
 - Type of Access for the Customer account (you can change this under the Additional logons screen and the Settings sub tab). See page 3 for Customer user access levels.



- New user will receive an email to finalize the process.
- Use the Home hyperlink to return to the Home screen.

Customer User Access & Permissions

- Customer Account Manager

The screenshot shows a teal header bar. Below it, there are two columns. The left column is titled 'ALERTS' and contains two items: 'There is 1 unread notice' and 'There are 3 unread letters', each with a blue information icon. The right column is titled 'I WANT TO' and contains five items: 'Change of Owner', 'Update Mailing Address', 'Add License', 'Cease a Bond', and 'Send us a message', each with a green speech bubble icon.

- Additional Login & Administrator

The screenshot shows a teal header bar. Below it, there are two columns. The left column is titled 'ALERTS' and contains two items: 'There is 1 unread notice' and 'There are 3 unread letters', each with a blue information icon. The right column is titled 'I WANT TO' and contains one item: 'Send us a message', with a green speech bubble icon.

- Fleet

The screenshot shows a teal header bar with a 'Log Off' button in the top right corner. Below it, there are two columns. The left column is titled 'ALERTS' and contains two items: 'There is 1 unread notice' and 'There are 3 unread letters', each with a blue information icon. The right column is titled 'I WANT TO' and contains two items: 'Add/Remove Vehicle' and 'Send us a message', each with a green speech bubble icon.

Managing Account Access

- Select the user name hyperlink to manage Account access permissions.



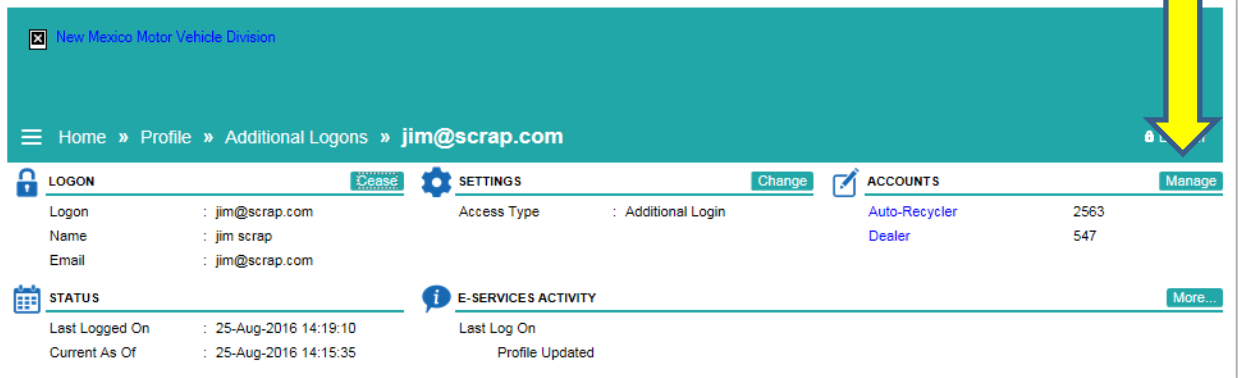
New Mexico Motor Vehicle Division

Home » Profile » **Additional Logons** Log Off

LOGONS Add

jim@scrap.com	jim scrap	jim@scrap.com	Additional Login
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- Select the manage action button. This account which user will need access (Example below shows a dealer and auto recycler).



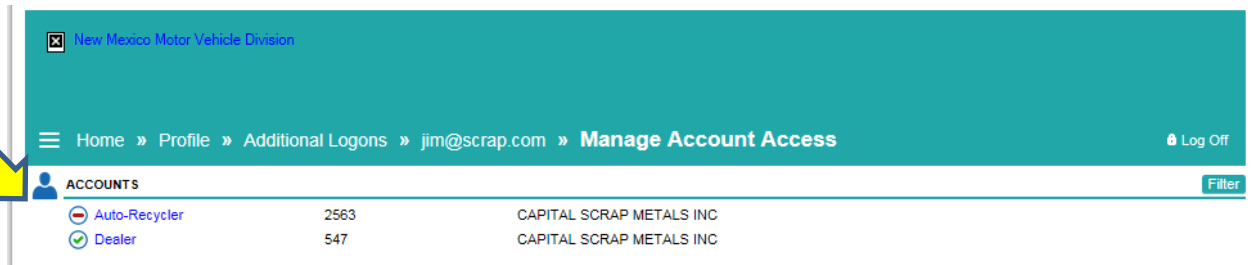
New Mexico Motor Vehicle Division

Home » Profile » Additional Logons » **jim@scrap.com** Log Off

LOGON Cease	SETTINGS Change	ACCOUNTS Manage
Logon : jim@scrap.com	Access Type : Additional Login	Auto-Recycler 2563
Name : jim scrap		Dealer 547
Email : jim@scrap.com		

STATUS	E-SERVICES ACTIVITY More...
Last Logged On : 25-Aug-2016 14:19:10	Last Log On
Current As Of : 25-Aug-2016 14:15:35	Profile Updated

- Select the account(s) which user will need access. Once complete click on the user email address to return to the user account screen.



New Mexico Motor Vehicle Division

Home » Profile » Additional Logons » jim@scrap.com » **Manage Account Access** Log Off

ACCOUNTS Filter
<input type="radio"/> Auto-Recycler 2563 CAPITAL SCRAP METALS INC
<input checked="" type="radio"/> Dealer 547 CAPITAL SCRAP METALS INC

Setting User Access & Permissions:

Customer VS Account Access

There are two different types of user access. Customer level (Yellow Arrow- first screen on log in- see page 3) and account level (Purple Arrow- dealer, auto recycler or Partner account see page 6 & 7).

ACCOUNTS

Auto-Recycler	2563
Dealer	547

- Customer Level- See page 3 for access levels.

Type of Access
Account Manager

- Account Level access- Select the account which user will need access.

ACCOUNTS

Auto-Recycler	2563
Dealer	547

- Account Level access- Select the type of access (see below for clarification on different levels) for the user and time period if necessary, use the save action button when done.

New Mexico Motor Vehicle Division

Home » Profile » Additional Logons » jim@scrap.com » Account Settings Log Off

ACCOUNT SETTINGS

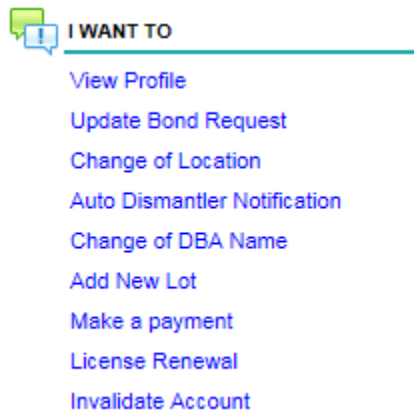
Type of Access
All Access

Periods Logon Has Access To
All Periods

Save Cancel

Account Level (Dealer, Auto Recycler) User Access & Permissions

- All Access



- Partner Bond



- View only



- Partner Office Manager:
 - Auto Recycler Account:



- Dealer Account:

