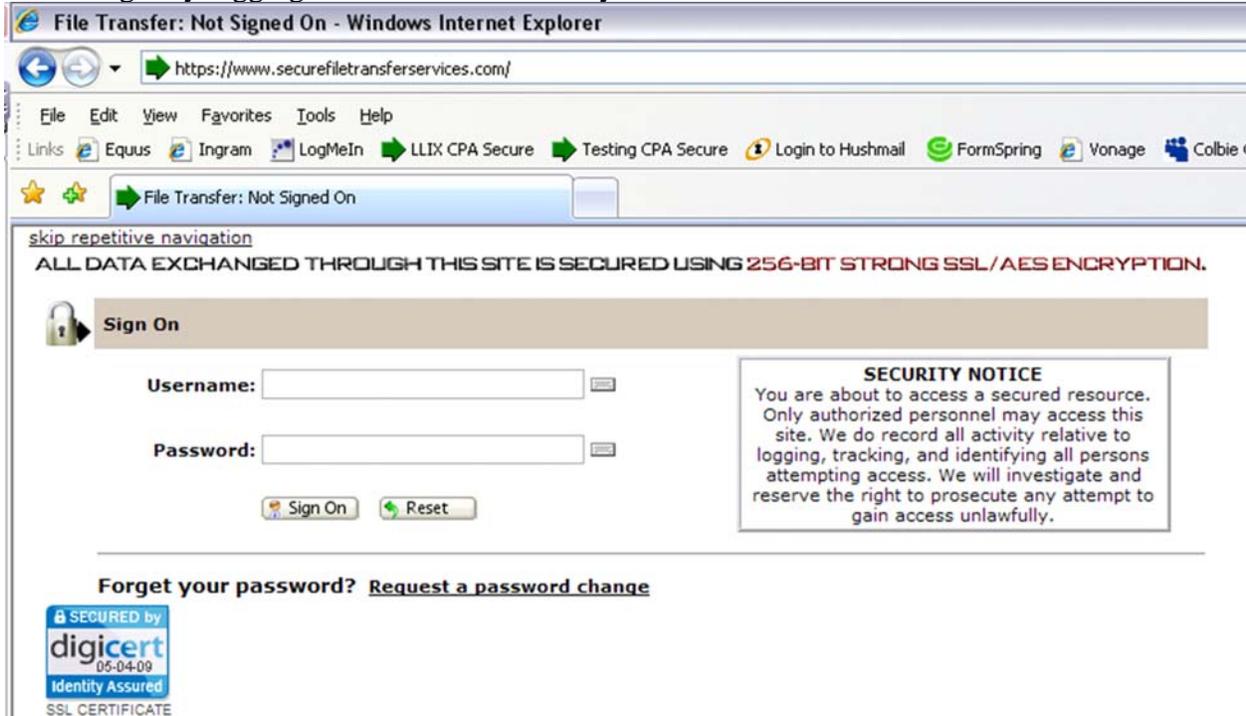
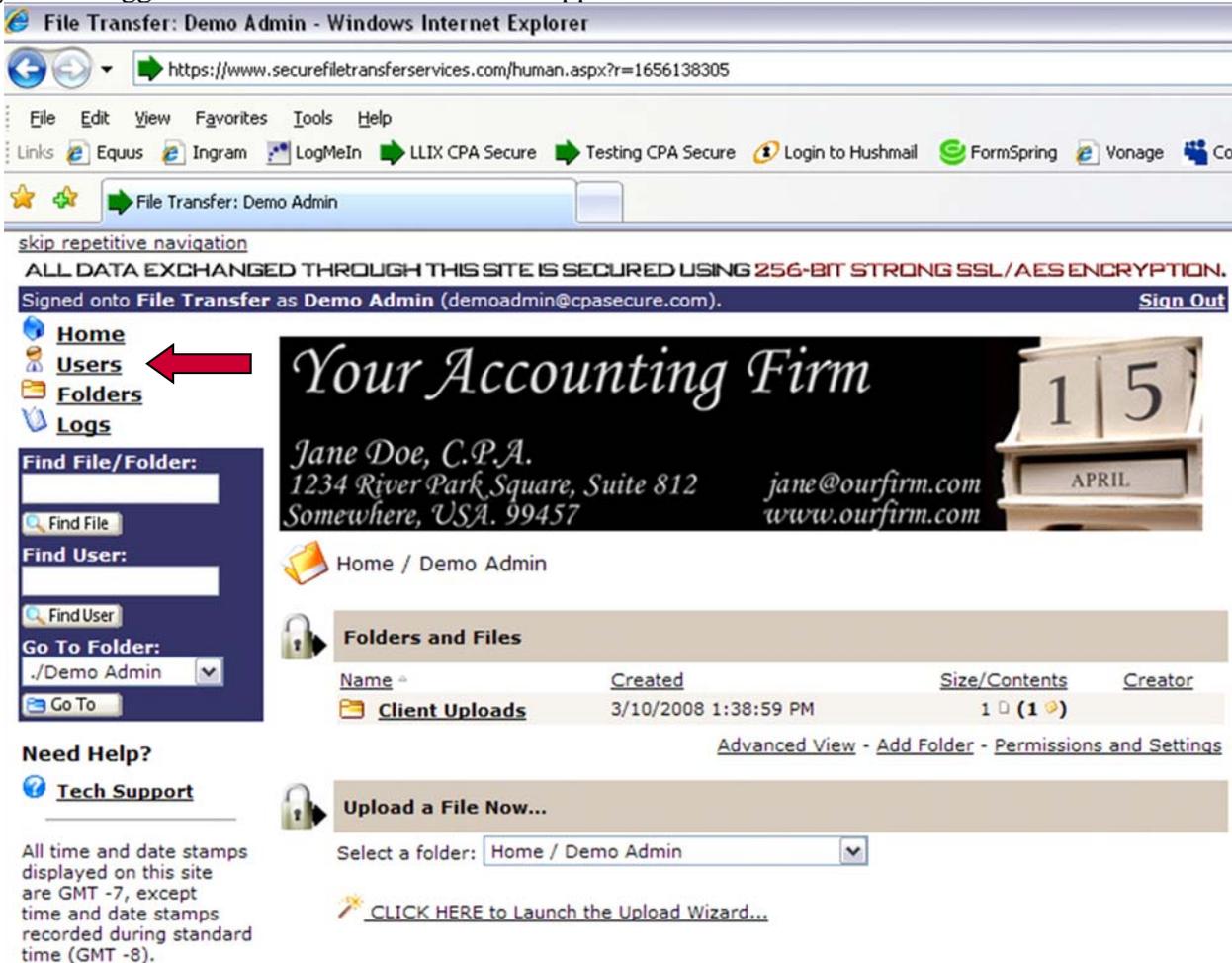


Setup New Users

We will first begin by logging into CPA Secure with your account credentials.



Once you are logged in there will be a link in the upper Left corner titled "Users". Click on the Users' link.



When the next page loads click on the “add new user” link in the lower Right area of your screen.

skip repetitive navigation
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Signed onto File Transfer as Demo Admin (demoadmin@cpasecure.com). [Sign Out](#)

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Find File/Folder:
Find File
Find User:
Find User
Go To Folder:
./Demo Admin
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Your Accounting Firm

Jane Doe, C.P.A.
1234 River Park Square, Suite 812
Somewhere, USA. 99457
jane@ourfirm.com
www.ourfirm.com

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APRIL

User List

Filter: All Users sorted by Username

| Username | Full Name | Last Signon | Permission | Action |
|--|-------------|-----------------------|------------|--------------------------------|
| demoadmin@cpasecure.com | Demo Admin | 3/23/2008 11:39:03 PM | User | Delete |
| democlient@cpasecure.com | Demo Client | 3/10/2008 7:58:41 PM | User | Clone - Delete |

Page 1 of 1 (Users 1 to 2 of 2 total @ 10 per page) [Add New User](#)

Select Which Users to View...

Permission: - Any - Status: - Any -
In Group: - Any -
Sort by: Username ...Where Value Like:

Pick a Letter: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

This will bring up the “Add New User” page.

For the “User Name” please enter the users email address. For the “Full Name” enter the users first and last name. For the “Email Address” enter the users email address again so it can be used for email notifications. This should be the same email address that is listed in the above username field.

The next field is Email Notification; it is recommended that you leave this notification to on for most applications. Permission will be automatically set to user.

The next field will be assigning the users temporary password. It is recommended to allow the system to generate the users temporary password by leaving the use suggested password option selected. If needed you may type in a custom password for a new user. Please note that the password is temporary and will be changed by the user at first login.

The next two boxes are of importance. Select the check box to email account information to new user. Upon selecting this option the following check box “Force user to change password on first login” will be automatically selected.

Selecting the options in this manner allows the CPA Secure servers to email the account credentials to the user you are setting up. This prevents the accountant or administrator from having to generate a separate email to notify the new user.

Click the “Add New User” button in the lower Left corner of the screen and your user has been successfully added.

File Transfer: Demo Admin - Windows Internet Explorer

https://www.securefiletransferservices.com/human.aspx?r=756190712&Arg12=useradd

File Edit View Favorites Tools Help

Links Equus Ingram LogMeIn LLIX CPA Secure Testing CPA Secure Login to Hushmail FormSpring Vonage Coll

File Transfer: Demo Admin

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APRIL

Add a New User...

Assign a user account for each employee and/or customer with whom your organization must communicate securely. Please use the E-Mail Address as the Username.

Username (Email Address):

Full Name:

Email Address(es):

Email Notifications: Off On

Permission: User

Suggested Password: 5aw4h1

Password Creation: Use Suggested Password Type Custom Password

Email account information to new user. (WARNING: this message will not be encrypted and may be intercepted)

Force user to change password on first login.

Notes:

Group Membership: (Ctrl-Click to select multiple groups)
Demo CPA Group

OR [Cancel and Return to the user list](#)

To assist the accountant or administrator in the setup of multiple users the page will automatically reset with blank fields and a new system generated password for the next new user. It should be noted that only the accountant or the administrator can add new users.