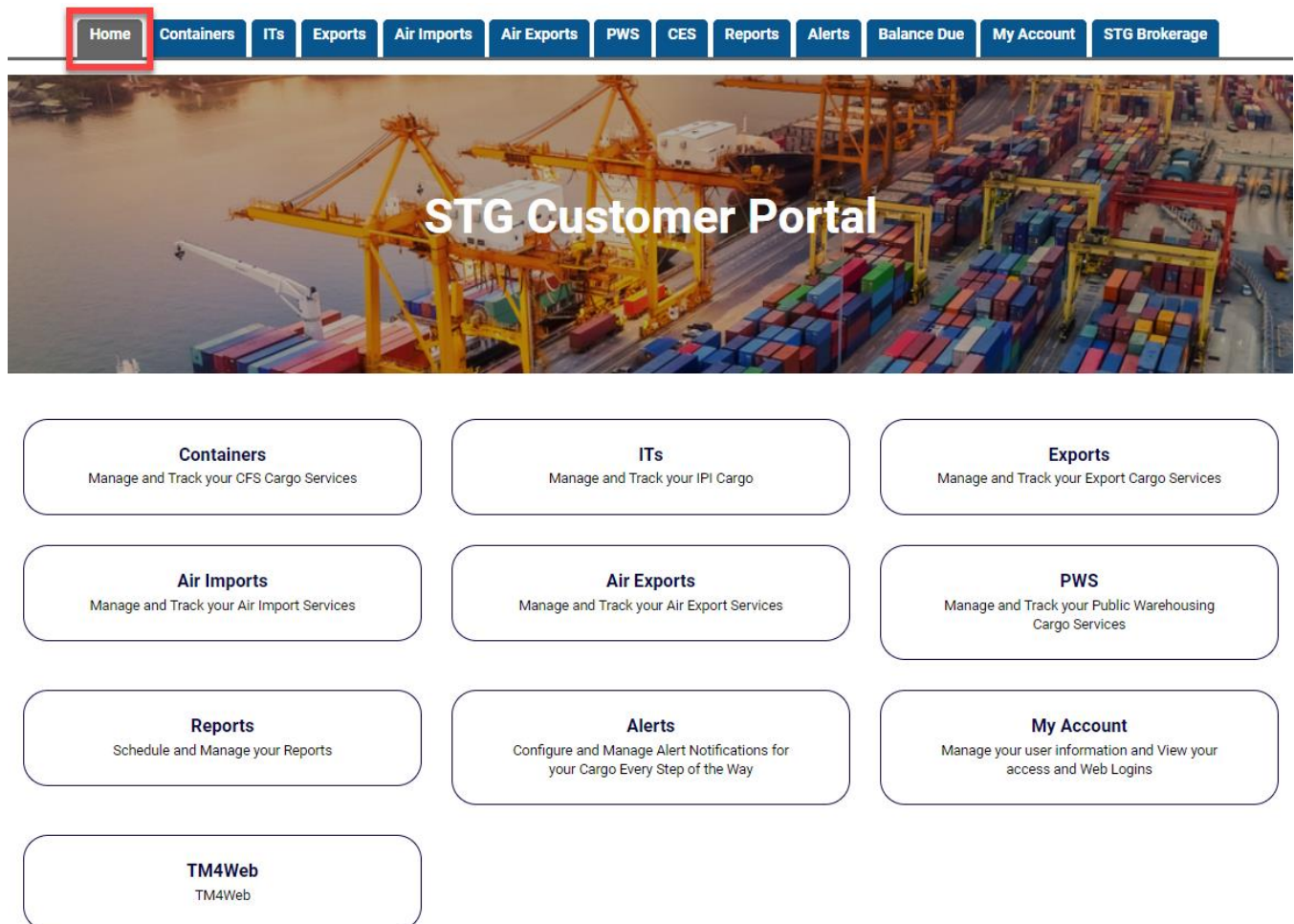# Setting up Additional Users

Setting up a New User

Administrators have access rights to set up and delete users.

From the STG home page you must log in to your account to access your account information. Only the Account Administrator may add/delete users and assign access rights.

After a successful login you will be directed to the home page.

Click on **My Account** tab.

Click **Maintain User List**.

Click the **Add user** button to add an additional web user.

STG Logistics
Our People Are the Difference

Enter required information for user access. Please remember to provide access to functions by checking the boxes that apply. When complete click **Save** button.

Home	Containers	ITs	Exports	Air Imports	Air Exports	PWS	CES	Reports	Alerts	Balance Due	My Account	STG Brokerage

Add User

Please correct the following errors:

- User ID is required.

Account Number

User ID [   ]

Enter password [   ]

Confirm password [   ]

Name [User Name   ]

Email Address [User Email address   ]

☐ Allow View of Outturn Reports
☐ Allow View of Account Balance
☐ Allow View of IT Reports
☐ Allow View of Reports
☐ Allow E-Guarantees

Freight Releases
◉ None
○ All Releases
○ Local Releases Only
○ Inland Releases Only

[Save User]

To **Delete** users select the Delete button.

Home	Containers	ITs	Exports	Air Imports	Air Exports	PWS	CES	Reports	Alerts	Balance Due	My Account	STG Brokerage

Maintain Users

User	Name	Admin	Last Login	Action
			23-MAY-2021	✎ ✖
		Y	24-MAY-2021	✎ ✖
		Y	24-MAY-2021	✎ ✖

[Add user]

To **Edit** users select the Edit button

Home	Containers	ITs	Exports	Air Imports	Air Exports	PWS	CES	Reports	Alerts	Balance Due	My Account	STG Brokerage

Maintain Users

User	Name	Admin	Last Login	Action
			23-MAY-2021	✎ ✖
		Y	24-MAY-2021	✎ ✖
		Y	24-MAY-2021	✎ ✖

[Add user]

Edit user information and click **Save User** button.

| Home | Containers | ITs | Exports | Air Imports | Air Exports | PWS | CES | Reports | Alerts | Balance Due | My Account | STG Brokerage |

Edit User

Account Number

User ID

Name `Test`

Email Address `mcardosostgusa.com`

☑ Allow View of Outturn Reports
☐ Allow View of Account Balance
☐ Allow View of IT Reports
☑ Allow View of Reports
☐ Allow E-Guarantees

Freight Releases
◉ None
○ All Releases
○ Local Releases Only
○ Inland Releases Only

Save User **Change Password**