Create Tenant User (Method #1)

(Method #1):

1. Click on Control Panel > Setup > User Groups



2. Click on the desired Tenant User Group (Tenants, Tenant Managers, User Registration). A list displaying all

Tenant users in that group will appear in the right pane.

Non-Tenant User Group
Brokers
Concierge
Document Library Administrator
Engineering
Help Desk
Janitorial
Owner
Property Administrators
Property Manager
Tenant User Group
Tenant Managers
Tenants
User Registration

3. Click the **Create** link on the top right of the User Group Setup page, **OR** click reate to the Tenant User Group to display a drop-down menu where you can then click **Create Users**.

fied By	Last Modified Date	Action
int	5/10/2010 9:20:23 PM	Edit
	3/12/2010 10:50:22 AM	Edit
Т	enant User Group	

4. Fill out all required Basic Information.

Note:

- Depending on the status of the newly created user, individuals receive different Email Settings. Consult with your administrator or AXIS Portal Support Team for further assistance.
- For assistance in creating a password, consult with your administrator or contact AXIS Portal Representative.
- 5. Click **Save**, or click **Save and Notify** to send out an email notification that the user's account has been created. The newly created user will appear on the list of the suitable Tenant User Group.