


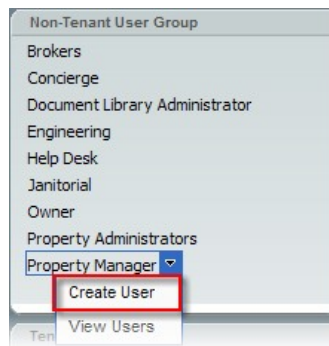
Create Non-Tenant User

Unlike Tenant Users, there is only one method to create Non-Tenant Users.

1. Click [Control Panel > Setup > User Groups](#)



2. Locate and click on the **Non-Tenant User Group** from the left pane for which you would like to add Non-tenant users to.
3. Click on  to display the drop-down menu and its options.
4. Click **Create User**.



5. **OR** click **Create** from the top right of the User Groups Setup page when a Non-Tenant User list is being viewed for a specific Non-Tenant User Group.



6. Fill out all required Basic Information.

Notes:

- Depending on the status of the newly created user, individuals receive different Email Settings. If you would like for an e-mail link to show up on the Management Contacts page, you'll need to check Contact Section under E-mail settings.

Below is a description for each e-mail setting:

- **Message Blaster:** Checking this subscribes this user to emails sent from Message Blaster
 - **Approve Users:** Checking this subscribes this user to receive an email notification whenever a tenant user requests to be added to the property's portal
 - **Contact Us:** Checking this subscribes this user to receive emails sent from the Contact Us page on the property's portal
 - **Contact Section:** Checking this displays an email link on this user's listing on the contact pages this user has been added to e.g. Management Contacts, Engineering Contacts, Leasing Contacts, etc.
 - **Available Spaces:** Checking this subscribes this user to receive email notifications when someone clicks on **detail** for an available space in the Availabilities page and fills out their information in the popup box. (**Enable Tracking** must be checked in the Control Panel for this popup box to appear). Note: User must also be added to the **Leasing Contact Section Group** in order to receive these email notifications
 - **Approve Scheduler:** Checking this subscribes this user to receive an email when a user requests to book a resource
 - **Checklist Notification:** Checking this subscribes this user to receive an email when a Checklist is due
 - **Lease Notification:** Checking this subscribes this user to receive an email when a lease is nearly due
- For assistance in creating a password, consult with your administrator or contact AXIS Portal Support
7. If you would like a User to show up on the [Contact Section](#) of your Axis Portal, click on the **Additional Information** tab; and proceed to fill out the **Title** and any other desirable optional information.

User Groups Setup - Create User

Basic Information **Additional Information** Biography

Personal Information

Title

License #

Brokerage Name

Broker License #

8. Scroll to the bottom of the page. Click **Browse**.
9. Locate a portrait image of the new user from your local hard drive or network using the pop-up window.
10. Click **Save** or **Save and Notify** to send out an email notification that the user's account has been created or edited.



