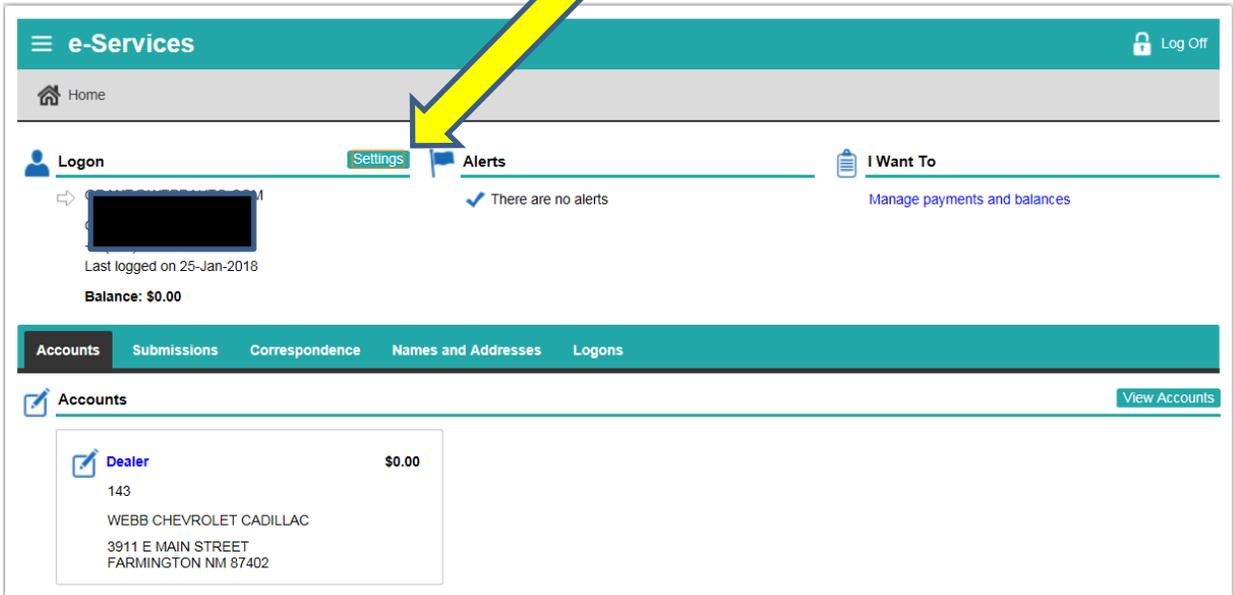


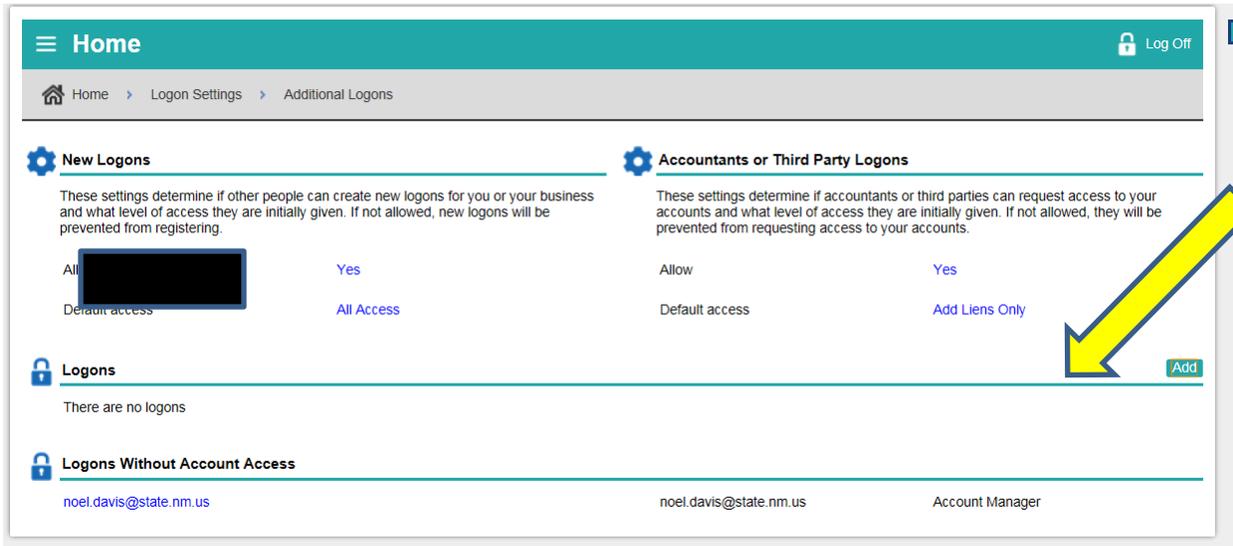
Follow the steps below to add user & establish access for additional users in MyMVD. You must log in to your MyMVD account.

- Select the Setting button.



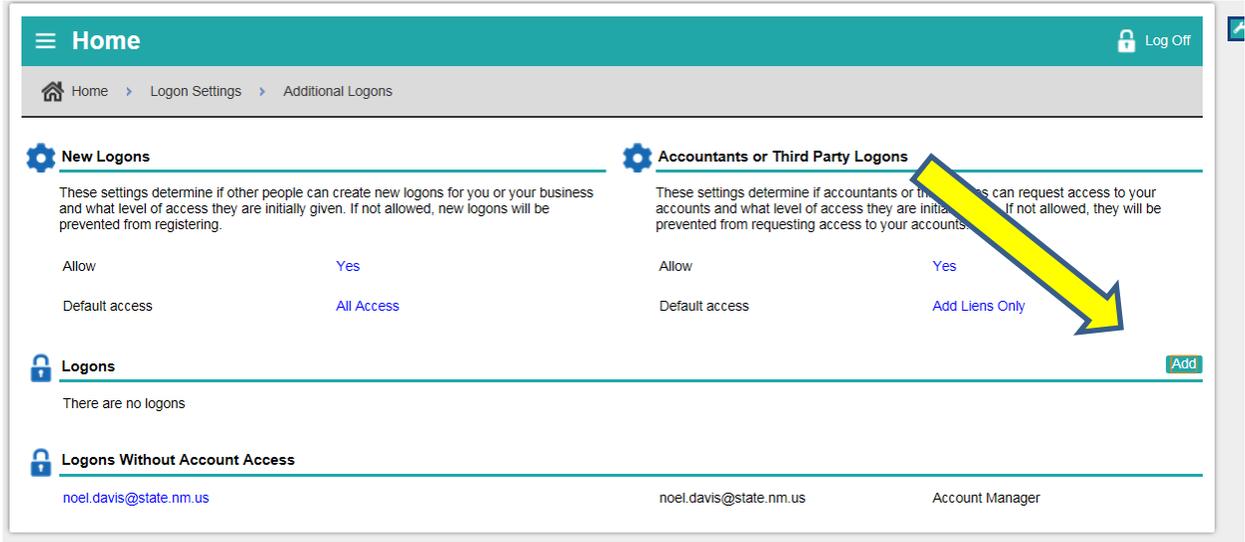
The screenshot shows the MyMVD e-Services dashboard. At the top, there is a teal header with a menu icon, the text "e-Services", and a "Log Off" button. Below the header is a navigation bar with "Home", "Ligon", "Settings", "Alerts", and "I Want To". The "Settings" button is highlighted with a yellow arrow. Below the navigation bar, there is a user profile section with a blurred name, "Last logged on 25-Jan-2018", and "Balance: \$0.00". Below this is a teal bar with tabs for "Accounts", "Submissions", "Correspondence", "Names and Addresses", and "Logons". The "Accounts" tab is selected, showing a list of accounts with a "View Accounts" button. One account is visible: "Dealer" with a balance of "\$0.00" and address "143 WEBB CHEVROLET CADILLAC 3911 E MAIN STREET FARMINGTON NM 87402".

- Manage Additional Logons hyperlink

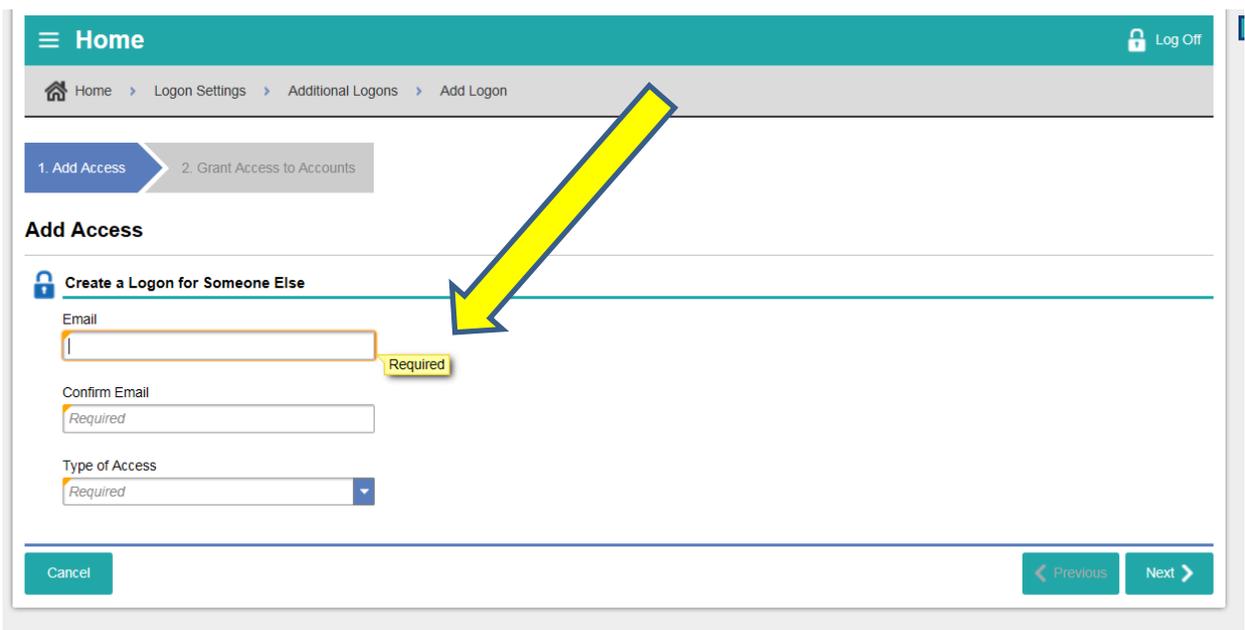


The screenshot shows the "Logon Settings" page in MyMVD. The header is teal with "Home" and "Log Off" buttons. The breadcrumb trail is "Home > Logon Settings > Additional Logons". There are two main sections: "New Logons" and "Accountants or Third Party Logons". Both sections have a description and a "Default access" dropdown menu. The "New Logons" section has a "Yes" option selected. The "Accountants or Third Party Logons" section has a "Yes" option selected and an "Add Liens Only" option. A yellow arrow points to the "Add" button in the bottom right corner. Below these sections are "Logons" and "Logons Without Account Access" sections. The "Logons" section shows "There are no logons". The "Logons Without Account Access" section shows a list of logons with email addresses and roles.

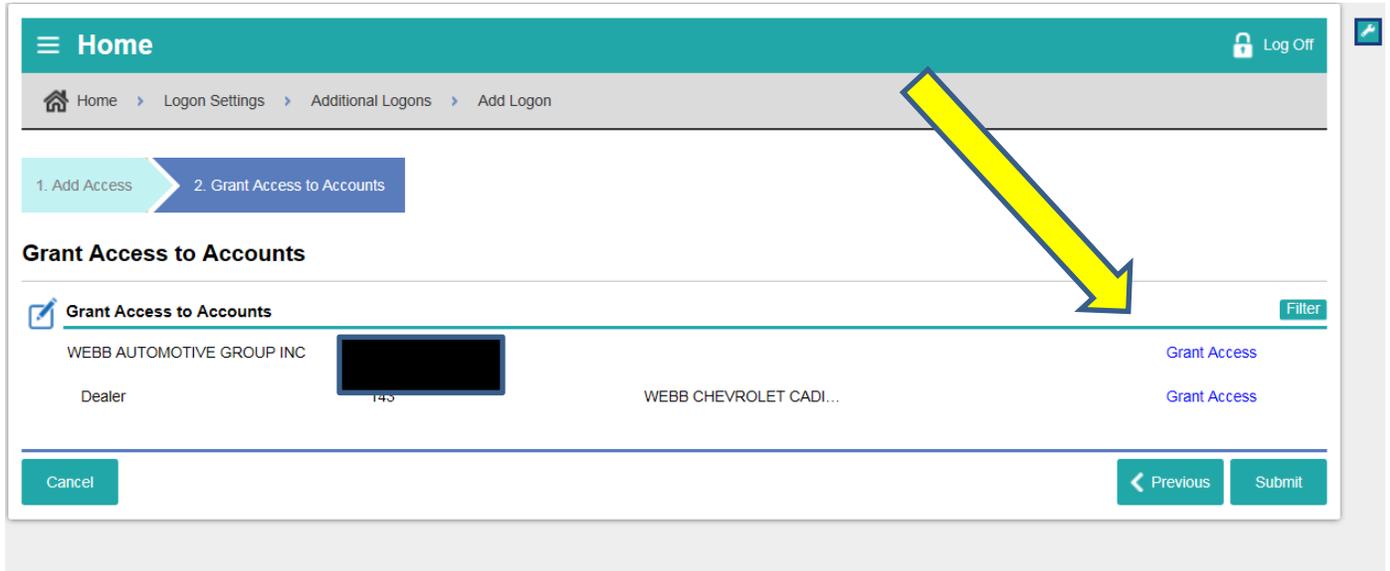
- “Add” action button.



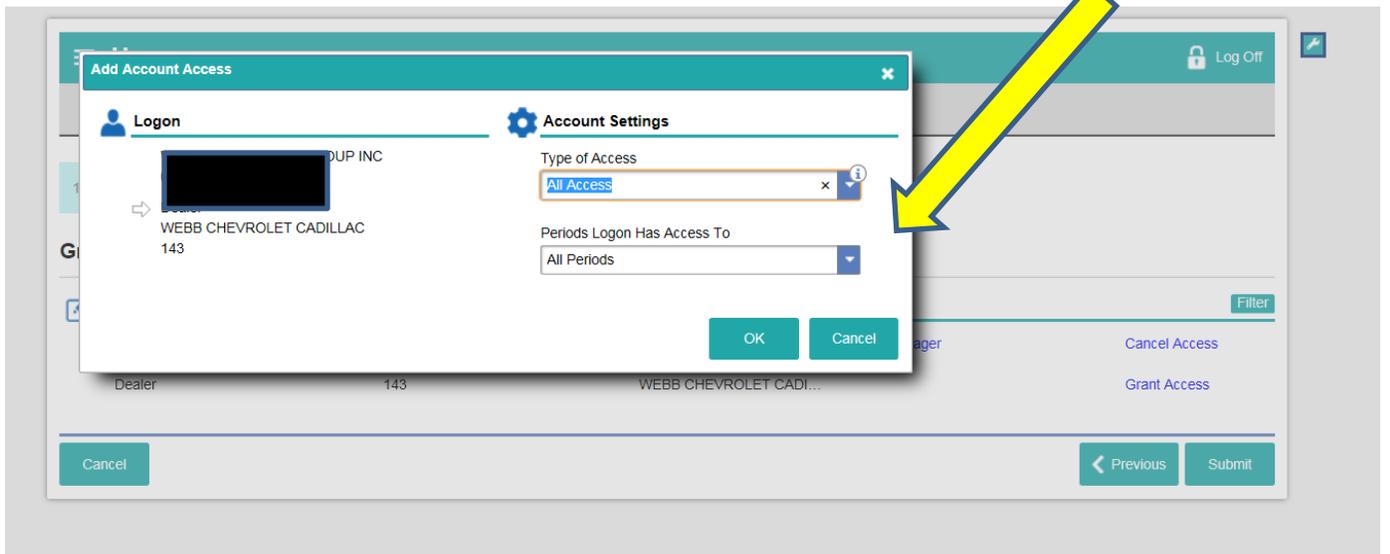
- Complete necessary information and save. This will create the user and provide a hyperlink to the individual user account.
  - Log on will be the users email address.
  - Type of Access. Account Manager, Additional login, Fleet manager, Administrator.



- Grant Access to the user, this will open another screen. You will have to grant access to both the customer account and the individual account (dealer, auto recycler or partner account). The individual account allows the user to submit dismantlers (auto recycler), renew the license, etc.



- You will have to grant access to both the customer account and the individual account (dealer, auto recycler or partner account)



- Click submit once this is complete.

**Home** Log Off

Home > Logon Settings > Additional Logons > Add Logon

1. Add Access 2. Grant Access to Accounts

### Grant Access to Accounts

Grant Access to Accounts Filter

WEBB AUTOMOTIVE GROUP INC		Account Manager	All Access	Cancel
Dealer		WEBB CHEVROLET CADI...	All Access	Cancel

Cancel Previous Submit

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

## Managing Account Access

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

The screenshot shows the 'Additional Logons' page in MyMVD. The breadcrumb trail is Home > Logon Settings > Additional Logons. There are two main sections: 'New Logons' and 'Accountants or Third Party Logons'. Both sections have 'Allow' set to 'Yes' and 'Default access' set to 'All Access' and 'Add Liens Only' respectively. Below these are 'Logons' (empty) and 'Logons Without Account Access'. A yellow arrow points to the email address 'noel.davis@state.nm.us' in the 'Logons Without Account Access' section.

- Select the email account hyper link. This account which user will need access (Example below shows a dealer), you could have multiple accounts).

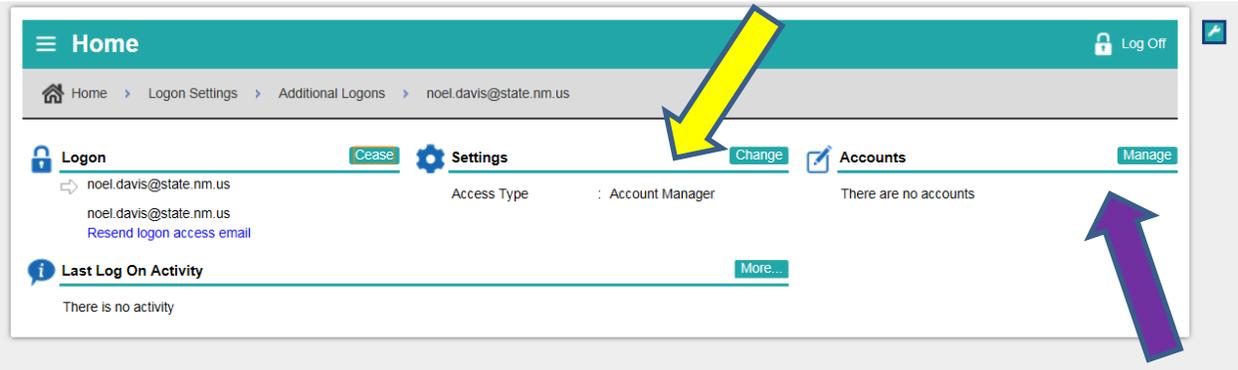
The screenshot shows the 'Logon' page for the user 'noel.davis@state.nm.us'. The breadcrumb trail is Home > Logon Settings > Additional Logons > noel.davis@state.nm.us. There are three main sections: 'Logon', 'Settings', and 'Accounts'. The 'Logon' section shows the email address and a 'Resend logon access email' link. The 'Settings' section shows 'Access Type' as 'Account Manager'. The 'Accounts' section shows 'There are no accounts'. A yellow arrow points to the 'Accounts' section.

- Select the account(s) which user will need access.

## 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 and account level (Purple Arrow- dealer, auto recycler or Partner account).



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

- All Access- click the MORE button for additional options.

