

# How to Administer your Online Booking Account



## Create Users

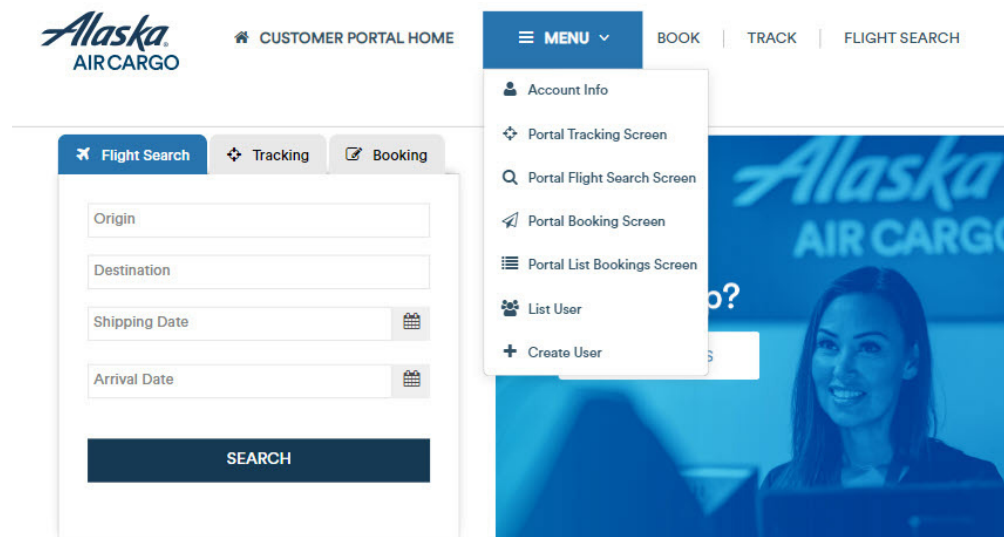
### 1 Log in to your account on Alaskacargo.com

**Note:** Only users with administrator privileges can create new users on an account.

### 2 Set up additional users

After successfully logging in, select the “Menu” tab, then select “Create User.”

**Note:** Only one unique login (email address) can be associated with one user account. A shared email address/login is accepted.



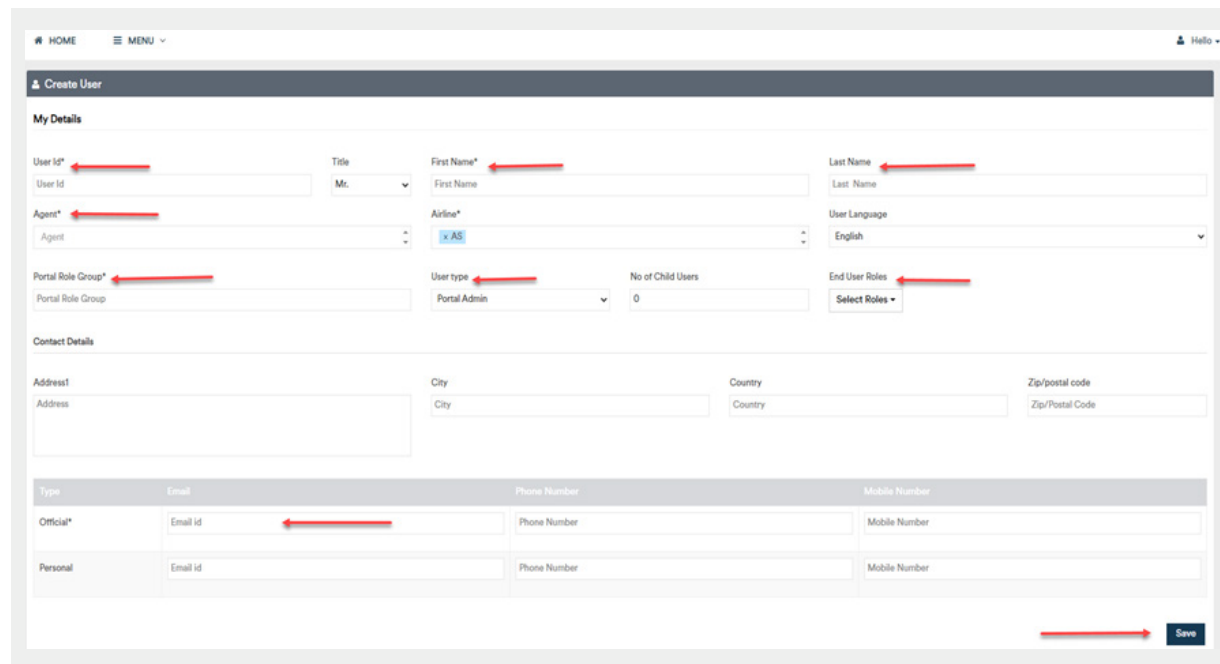
# User Administration

## 1 Complete all required fields to create a new user:

- **User ID:** The new user's email address or a shared email address.
- **First Name:** User's name or your company name for a shared email address.
- **Agent:** Enter the account's CID number.
- **Portal Role Group:** Type "%" to select either **Portal User** or **Portal Admin**. A portal administrator will be able to create additional users. Multiple Portal Admin roles are allowed.
- **User Type:** This must match your **Portal Role Group** selection (Portal User or Portal Admin).
- **End User Roles:** These must match your **Portal Role Group** and **User Type** selections.
- **Official:** Enter the user's email address or a shared email address - the same address used for the User ID.
- **Save:** Click "Save."



The % sign will allow search options for selection.



**My Details**

User ID\*  Title  First Name\*  Last Name   
 User Id  Mr.  First Name  Last Name   
 Agent\*  Airline\*  User Language   
 Agent  xAS  English

Portal Role Group\*  User type  No of Child Users  End User Roles   
 Portal Role Group  Portal Admin  0  Select Roles

**Contact Details**

Address1  City  Country  Zip/postal code   
 Address  City  Country  Zip/Postal Code

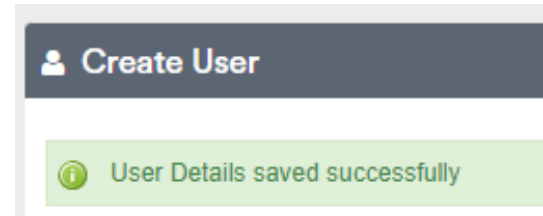
Type	Email	Phone Number	Mobile Number
Official*	Email id <input type="text"/>	Phone Number <input type="text"/>	Mobile Number <input type="text"/>
Personal	Email id <input type="text"/>	Phone Number <input type="text"/>	Mobile Number <input type="text"/>

# User Administration

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## 2 Confirmation of User Creation

- **Save:** Click “Save.”
- A green banner confirms a new user has been created.



## 3 Administrator Notes

- The system does not automatically send an email confirmation of the account to the new user. It is the administrator’s responsibility to inform the user that an account has been created for them.
- **Password:** To create a password, the new user must visit the login page on Alaskacargo.com and request a password reset. The password will then be sent to the new user at the login email address provided when the user account was created.