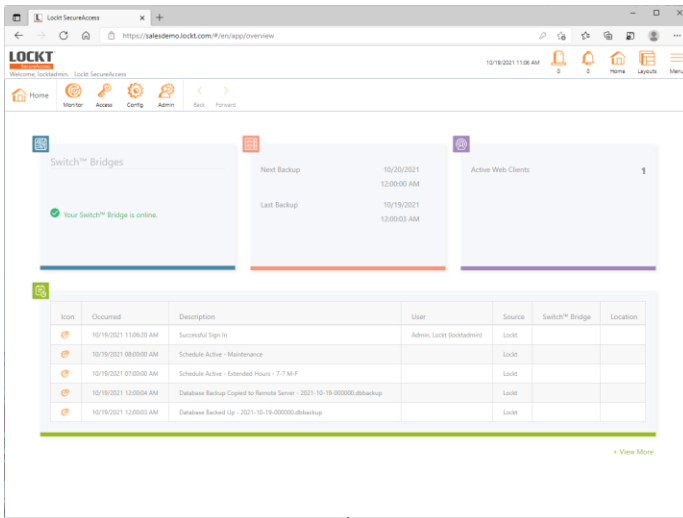


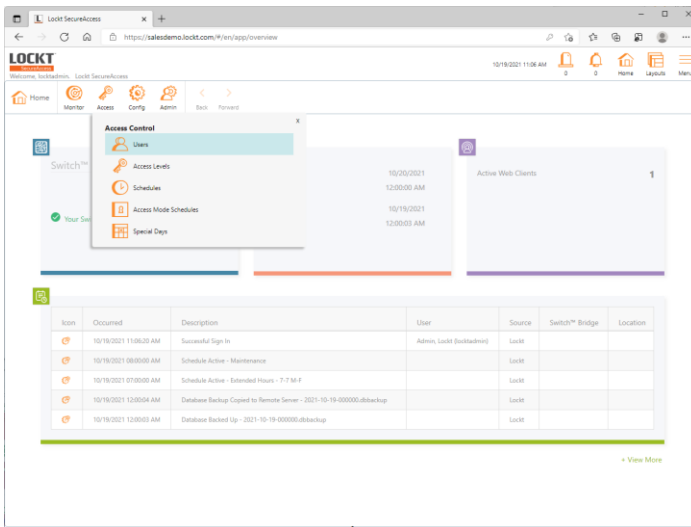
1. Login to the Lockt Software. Type [https://\[customer-name\].lockt.com](https://[customer-name].lockt.com) in address bar.



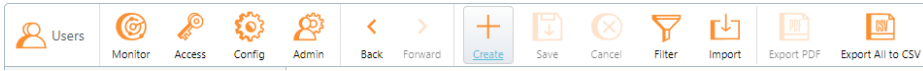
2. From the Home screen of the Lockt Software.



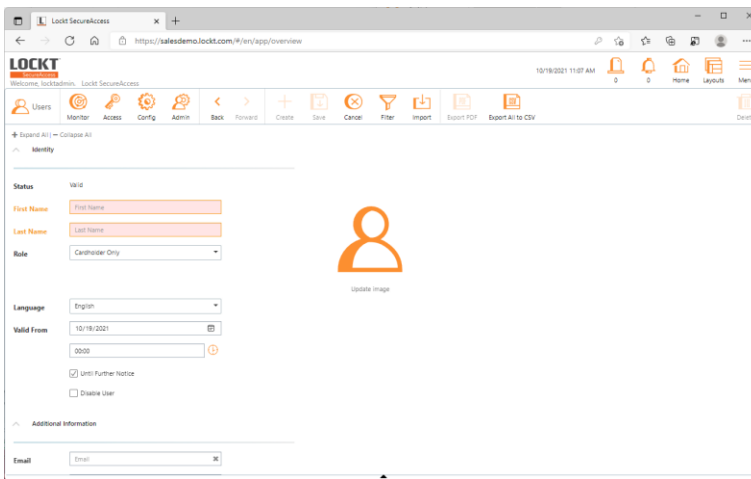
3. Navigate to the Users page under the Access menu. Users page shows a list of Users.



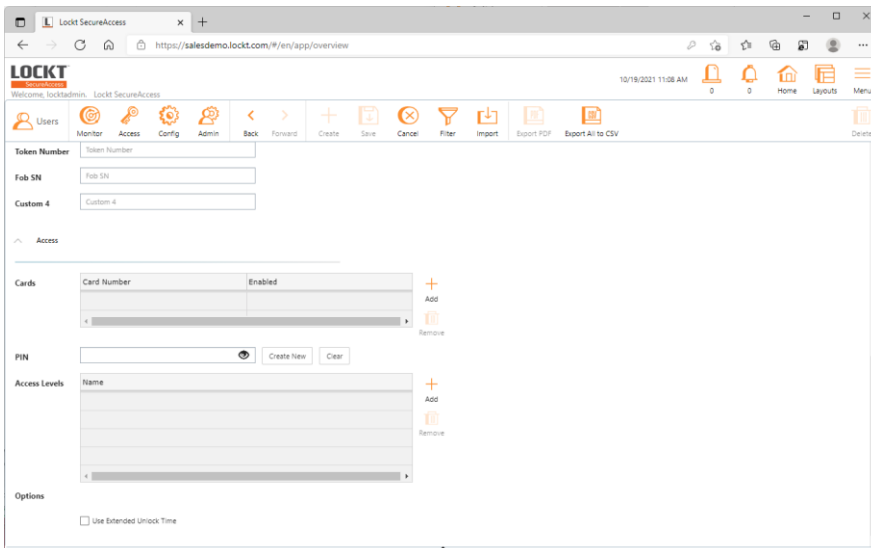
4. Choose the Create button to add a new user.



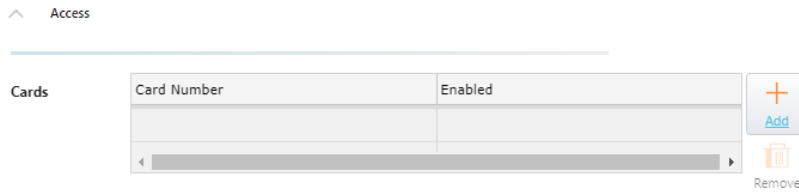
5. A New User page pops up. Type in the First Name and Last Name. Cardholder Only Role is not changed.



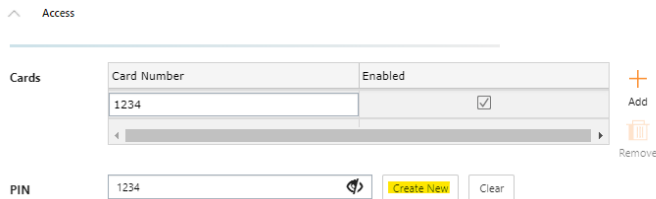
6. Scroll down to the Access fields.



7. Select the Add button in the Cards section.



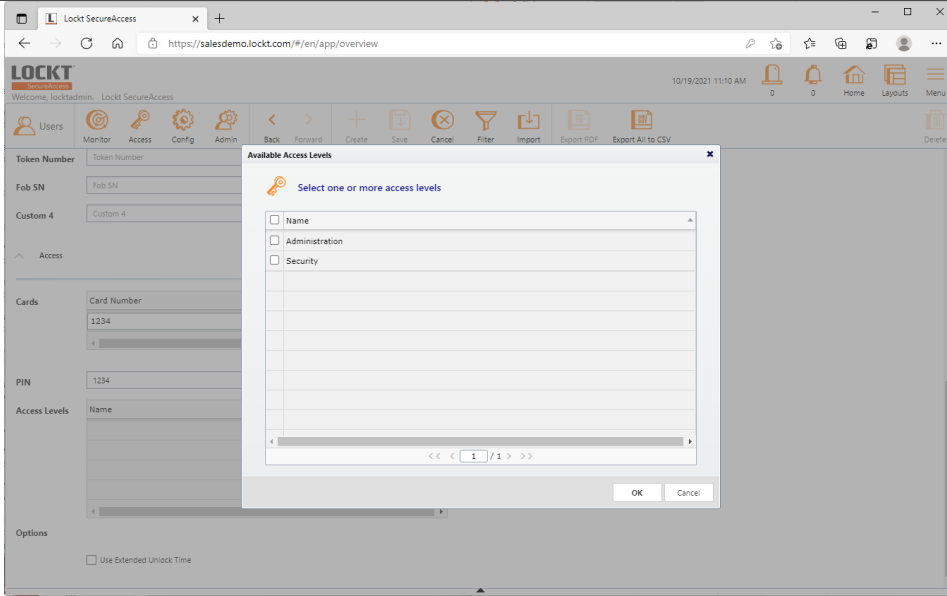
8. Type in Card Number and Enabled is checked. Enter a PIN number or create a new one to be use for Admin on Best Application for phone.



9. Select the Add button in the Access Levels section



10. In the Available Access Levels window, check the box that is the required Access Level. Select Ok to finish Access Level assignment.



11. Select the SAVE button.

