

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

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2. From the Home screen of the Lockt Software.

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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.

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7. Select the Add button in the Cards section.

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			Remove

 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.
 Access

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9. Select the Add button in the Access Levels section

Access Levels	Name	+
		<u>Add</u>
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10. In the Available Access Levels window, check the box that is the required Access Level. Select Ok to finish Access Level assignment.



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11. Select the SAVE button.

