County Tax Assessor-Collector Administrator
Adding an Administrator to a Location

As the county administrator, you must add the initial administrator to the agent or TAC locations. Please see the steps below:

1. The first step is to login to your county administration location.

   Your county administration location is where you will add other locations and the users to those locations.

2. After logging in, click "Manage Locations" from the Actions menu.

3. Find the location you want to add a user to, and click "View Users."

4. Click "Add New User."

5. You are required to conduct a search to make sure the user does not already exist. Search by first <u>and</u> last name (minimum of one letter in each field) or by the webSUB username (must be an exact match). There is an additional search field by email. Enter the required information into a search criteria field, and click "Search."

Search for a WebSub User

You must first check to make sure the user does not already exist

Search by	First Name		and Last Name	
or				
Search by	User Name			
or				
Search by	E-mail			

Search   Cancel

6. If no matches are found for your search criteria you will get Error 5020 – "No user was found for the criteria entered." Click "Add New User."

Search for a WebSub User

• **ERROR - 5020 - NO USER WAS FOUND FOR THE CRITERIA ENTERED**

You must first check to make sure the user does not already exist

Search by	First Name		and Last Name	
or				
Search by	User Name	▮▮▮▮▮▮		
or				
Search by	E-mail			

Search   Add New User   Cancel

Texas Department *of* Motor Vehicles

If the search returned results and there is an exact match, add this user by clicking "Select."

Search for a WebSub User

You must first check to make sure the user does not already exist

Search by	First Name		and Last Name	
or				
Search by	User Name			
or				
Search by	E-mail			

Please select a user to modify or press Add to add a new user.

Actions	User ID	User Name	Phone	First Name	Last Name	E-mail
Select	0			Amrita	Koul	

[Search] [Add New User] [Cancel]

7. After clicking "Add New User", enter the "User Details" information.

The email address entered is where webSUB will send the emails containing the user's username, temporary password, and webSUB link to login to the system.

Add / Modify User

User Details

First Name *	MI	Last Name *	User Name *

Phone *	E-mail *

Authorized Actions for location Stewart's Brazoria

◯ User   ◯ Administrator

☐ Renew Registrations   ☐ View Batch   ☐ Manage Users
☐ Reprint Renewal   ☐ Submit Batch   ☐ Manage Location
☐ Void Renewal   ☐ Reports

[Save] [Cancel]

* required fields

Texas Department *of* Motor Vehicles

Please note, the "User Name" field will pre-populate after the "First Name" and "Last Name" fields are entered.

Add / Modify User

User Details

First Name *	MI	Last Name *	User Name *
Amrita		Koul	

Phone *		E-mail *	
1324234123		Amrita.Koul@txdmv.gov	

Authorized Actions for location Bastrop Administration

(●) User   ( ) Administrator

☑ Renew Registrations   ☐ View Batch   ☐ Manage Users
☐ Reprint Renewal   ☐ Submit Batch   ☐ Manage Location
☐ Void Renewal   ☐ Batch Approval   ☐ Reports

Save Cancel

* required fields

8. Click "Administrator" under "Authorized Actions."

The Authorized Actions chosen for a user at one location will not affect the actions given under another location, if you are adding a user that already exists in webSUB.

To add a "User," follow steps 1-4 above. During step 5, you will select "User" under "Authorized Actions" and check mark the appropriate actions.

9. Click 'Save' to add the administrator or user.

If there is an existing user with either the same email or username, then an error message will appear stating the existing user details. The administrator will be required to enter a different email, or modify the username, and click "Save" again.

Add / Modify User

• **ERROR - Email already exists, keep existing details or use a different Email address.**

User Details

First Name *			er Name *
Amrita			

| Phone * | | | |

Confirm Request   ✖

This Agent already exists with below details:
User Name :
Email :
First Name :   Amrita
Last Name :   Koul
Middle Name :
Phone :   0000000000

Do you want to replace entered details ?

Yes No

Authorized Actions for loca

☑ Renew Registr
☐ Reprint Renew
☐ Void Renewal

Save Cancel

* required fields

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