

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.
 - Logged in as User Name: KIASD Location: Floyd Administration Manage Locations Actions Floyd Administration 79235 Modify I View Users 105 S Main St #116 Navigation Modify View Users Delete Quick Reg. Services 123 West Creek 77777 Modify | View Users | Delete Credit Union 2312 Avenue 78731 Floyd TAC 121 Circle Dr 93939 Modify | View Users | Delete Logout Modify | View Users | Delete Floyd Remittance 105 S Main St. 76979 Registration Modify | View Users | Delete HEB #10 993 King St 76979 Anage Batches Export data to Excel / Generate Report quiry Add New Location Cancel Administration lanage Locations Help Support
- 3. Find the location you want to add a user to, and click "View Users."

4. Click "Add New User."

			Manage Users		
			Authorized Users -	Bell County TA	AC
Actions	<u>User ID</u> 🖨	<u>User Name</u> 🌲	<u>Name</u> 🖨	<u>User Type</u> 🌲	<u>E-mail</u> 🔷
Modify Delete	471	LLOHMA	LAUREN LOHMAN	Administrator	lauren.lohman@co.bell.tx.us
Modify Delete	5357	MMARTI	Michelle Martinez	User	michelle.martinez@co.bell.tx.us
Modify Delete	<mark>614</mark> 6	MRILEY3	MARY RILEY	Administrator	MARY.RILEY@CO.BELL.TX.US
Modify Delete	<mark>933</mark> 3	\$LONG4	Sharon Long	Administrator	sharon.long@co.bell.tx.us
Modify Delete	6794	VACUNA	VERONICA ACUNA	Administrator	VERONICA.AGUNA@CO.BELL.TX.US
Export data to Excel / Generate Report					



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 fi	rst check to make sure t	the user does not already exist	
-	First Name	and Last Name	
or Search by or	User Name		
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	
ERROI	R - 5020 - N	O USER WAS FOUND FOR THE CRITERIA ENTERED	
You must fi	rst check to n	make sure the user does not already exist	1
-	First Name	and Last Name	
	User Name		
or Search by	E-mail		
		Search Add New User Cancel	-



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

Search for a WebSub User							
- You must fi	rst check to m	nake sure the user d	loes not already e	exist			
Search by or	First Name		and La	st Name			
	User Name	teakoul					
Search by	E-mail						
		Please	e select a user to	modify or press A	dd to add a new use	r.	
Actions	<u>User ID</u> 🔷	<u>User Name</u> 🖨	Phone 🖨	<u>First Name</u> 🖨	Last Name 🖨	<u>E-mail</u> 🖨	
Select	0		082082083	Amrita	Koul	Amrita.Koul@txdmv.gov	
			Search	Add New Use	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	Last Name *	User Name *		
Phone *	E-mail *			
Authorized Actions for location Stewa		nistrator		
Renew Registrations	View Batch	Manage Users		
Reprint Renewal	Submit Batch	Manage Location		
Void Renewal		Reports		
	Save	Cancel		
	* requi	red fields		



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 Amrita Phone *	Last Name * Koul E-mail *	User Name *		
-Authorized Actions for location Bastro Renew Registrations Reprint Renewal Void Renewal		nistrator Manage Users Manage Location 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 alrea	ady exists, keep existing details or use a different Email address.
User Details	Confirm Request X
First Name * Amrita	This Agent already exists with below details:
Phone *	Email: Emai Email: Email: Emai
-Authorized Actions for loca	Phone : 000000000
Renew Registr	Do you want to replace entered details ?
Reprint Renew	nc
Void Renewal	Yes No
	Save Cancel
	* required fields

