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. 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.

Step 1. Click "Manage Locations" from the Actions menu.

Step 2. Find the location you want to add a user to and click "View Users."

Step 3. Click "Add New User."

Manage Locations Page

Step 4. You are required to conduct a search to make sure the user does not already exist. Search by first and last name (minimum of one letter in each field) or by webSUB Username (must be an exact match). Click "Search."

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Step 5. 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."

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

Step 6. Enter the "User Details" information.

The e-mail address entered is where webSUB will send the e-mail containing the user's Username and temporary password.

User Details

First Name *	MI	Last Name *

Phone *   E-mail *

Authorized Actions for location Credit Union

○ User   ○ Administrator

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

Save   Cancel

Add/Modify User Page

Step 7. 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.

Step 8. Click 'Save' to add the Administrator or User.

Texas Department *of* Motor Vehicles