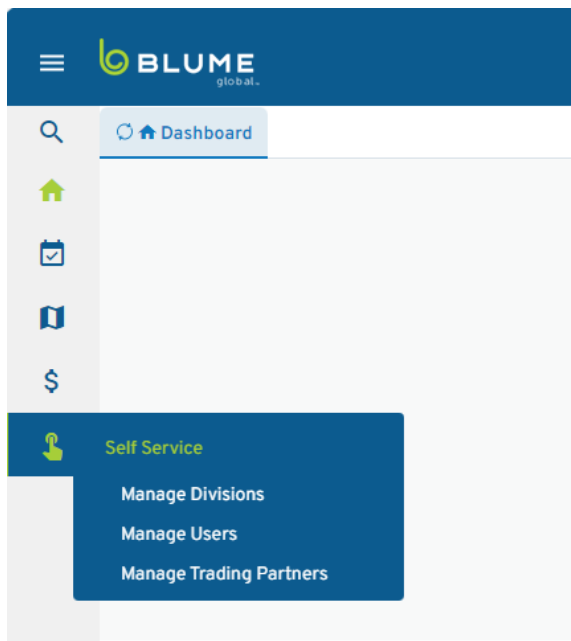


## Title Account: How to add sub-user accounts in ICTSI NaviGate

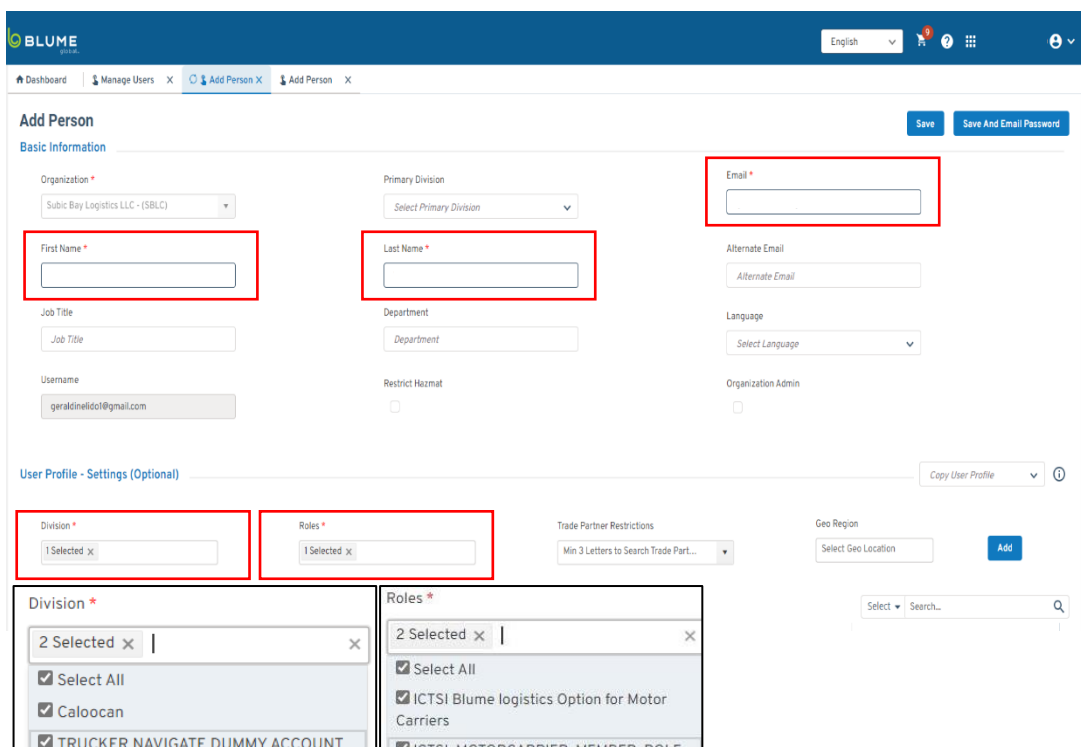
Primary account holders can add sub-users in ICTSI NaviGate to allow other users to access the account. Sub-users can be assigned specific roles, and their access can be managed at any time.

### PROCEDURE:

1. Login using your primary (Admin) account. Hover your mouse to the lower left section of the screen and click on **MANAGE USERS**.



2. Fill in all the required details of the person you are adding as a sub-user, then click **SELECT ALL** from the **DIVISION** and **ROLES** drop-down. Click on **SAVE AND EMAIL PASSWORD**.

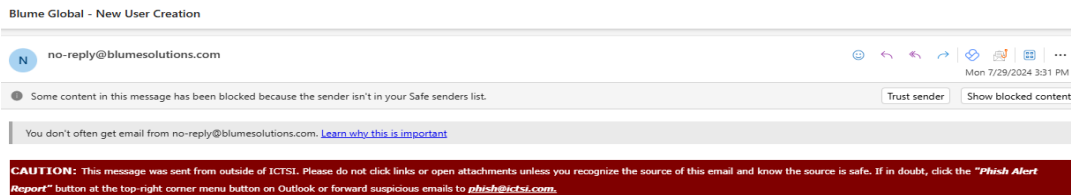
The screenshot displays the 'Add Person' form in the BLUME system. The form is divided into two main sections: 'Basic Information' and 'User Profile - Settings (Optional)'. In the 'Basic Information' section, fields for 'Organization', 'Primary Division', 'Email', 'First Name', 'Last Name', 'Job Title', 'Department', 'Username', and 'Restrict Hazmat' are visible. The 'Email' field is highlighted with a red box. In the 'User Profile - Settings (Optional)' section, there are dropdown menus for 'Division' and 'Roles', both of which are highlighted with red boxes. Below these dropdowns, there are checkboxes for 'Select All', 'Caloocan', and 'TRUCKER NAVIGATE DUMMY ACCOUNT'. The 'Save' and 'Save And Email Password' buttons are located at the top right of the form.

3. If you already have existing sub-users and want to create another with the same Division and Roles:

- Enter the new sub-user's **First** and **Last name**.
- Click **Copy User Profile**.
- Select an existing sub-user from the list whose Division and Role you wish to duplicate.

The screenshot shows the 'Add Person' form in the BLUME system. The form is divided into two main sections: 'Basic Information' and 'User Profile - Settings (Optional)'. In the 'Basic Information' section, the 'First Name' and 'Last Name' fields are highlighted with red boxes. In the 'User Profile' section, the 'Copy User Profile' dropdown menu is highlighted with a red box. Other fields include Organization, Primary Division, Email, Alternate Email, Job Title, Department, Username, Restrict Hazmat, Language, and Geo Region.

4. Sub-user/s will receive an email with their **username**, confirming that their account has been successfully created. They must click the link provided in the email to set up their password.



Welcome to the Blume Global Universe!

And, thank you for joining the Blume Global community. We look forward to helping you optimize your business to better serve your customers.

**Username:** [JuanDelaCruz@gmail.com](mailto:JuanDelaCruz@gmail.com)

[Click here](#) to create your password

\*Please note: usernames & passwords are case sensitive and the above link is valid for 24 hours.

We look forward to working with you, and we welcome your company to the Blume Global connected network.

#### Questions?

We are here for you! If you have questions, please reach out to support for assistance:

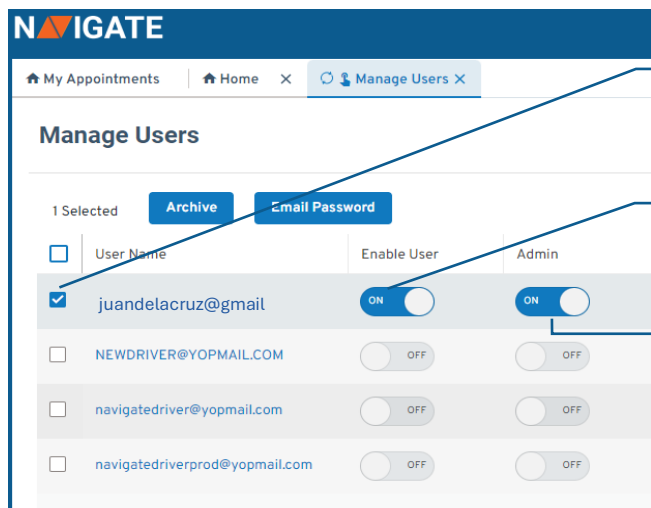
Logistics/Carrier Go/Visibility:  
[support@blumeglobal.com](mailto:support@blumeglobal.com)

Asset Management:  
[response@blumeglobal.com](mailto:response@blumeglobal.com)

Thank you,

Client Services - Customer Support

- Under **MANAGE USERS**, you can **remove, enable/disable**, and assign a user as an account admin.



To remove a user, tick the box beside the email address and click on **ARCHIVE**.

To enable or disable a user, toggle this switch under Enable User.

To assign a user as an admin, toggle this switch under Admin.