HOW TO – ADD A NEW USER TO THE COMMLOG VIRTUAL MANAGER LOG

Any user who has access to the COMMLOG Virtual Manager Log may add a new user to their account using the following steps.

1. Log into www.virtualmanagerlog.com

2. Scroll to the bottom of the page and click **Store Administration**

3. Click **User Maintenance**
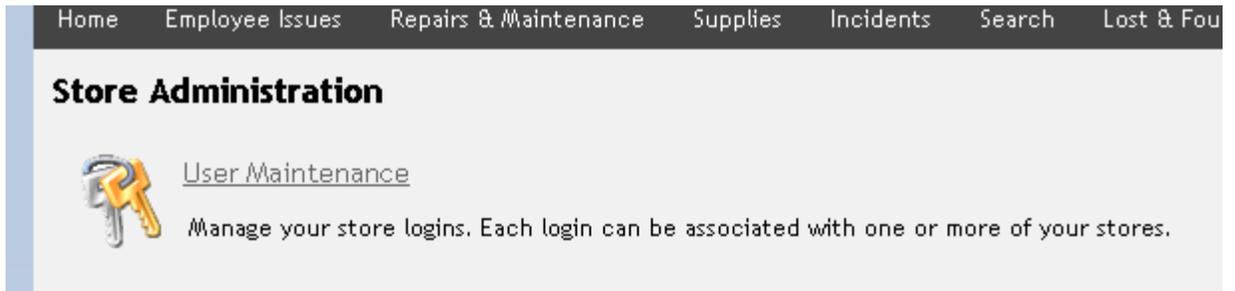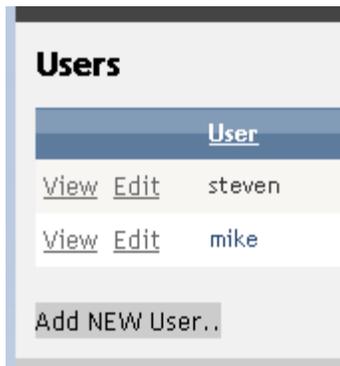
4. Click **Add NEW User**

5. Enter the information for the new user and click **Accept**.
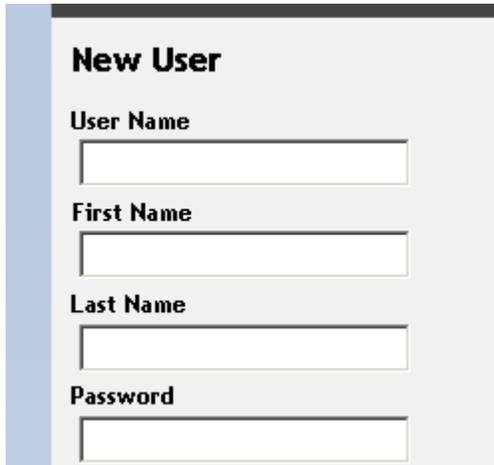
New User

User Name

First Name

Last Name

Password

The new user will now be able to access the COMMLOG Virtual Manager Log