



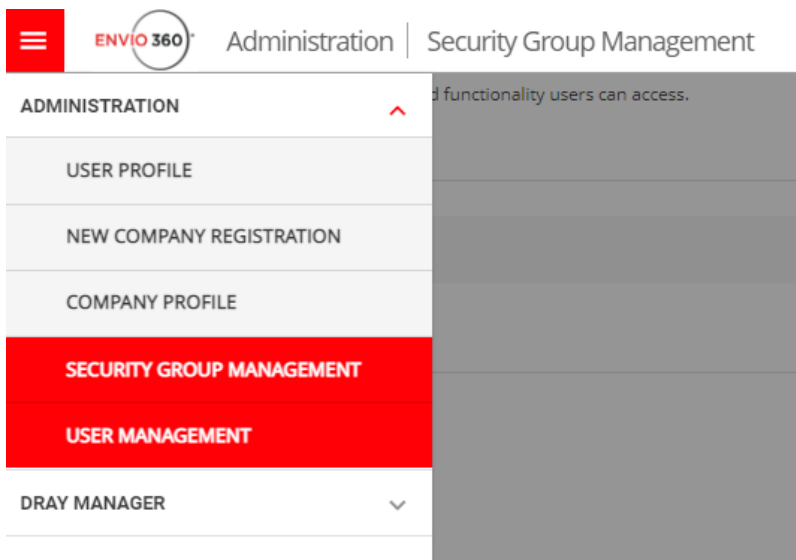
Envio360 User Setup

You can access our platform through <https://premium.emodal.com/> which takes you to the following page:

1. Click the Log In on the top right of the page and log in with the admin account (for the company) credentials



From the Hamburger menu, click on **User Management**.





Once inside the menu, click on the plus “+” symbol to start adding your first user.

When clicking on the plus symbol, you’ll see the following options to fill in. Remember to choose the port of LALB.

A screenshot of a web application form titled "Add User". The form is contained within a light gray modal window with a close button (X) in the top right corner. The form is organized into several sections:

- User Information:** Contains four input fields: "First Name *", "Last Name *", "Email *", and "Phone *". The "Phone" field has a dropdown menu set to "US (+1)" and a placeholder "(000) 000-0000".
- Security Rights:** Includes two checkboxes: "Admin" and "CSR".
- Data Access Profile:** Includes two radio buttons: "BCO/Shipper/Others" and "CSR".
- Port Selection:** A dropdown menu with two options: "Port of LALB" (which is selected and highlighted in gray) and "Colton Depot".

At the bottom right of the modal, there are two buttons: "CANCEL" and "SUBMIT".

Note: User will receive an email asking for verification.