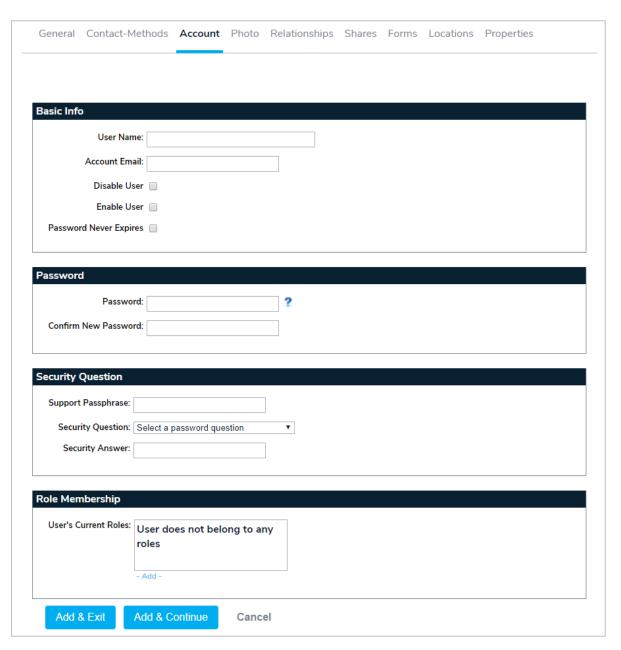
## **Contact Account**

User accounts in Global AlertLink are created in the Account section of a contact record's settings.

- 1. To create a user account, open the Contact record.
- 2. Click the Account tab.



- 3. Enter a user name and account email.
- 4. Select the Enable User or Password Never Expires checkboxes as required.
- 5. Create a password and security question for the account.
- 6. Add the user to one or more roles to determine the permissions and privileges available to the user.
- 7. Click Add & Exit or Add & Continue.