



D A M S T R A

CONNECT + PROTECT YOUR WORLD



Adding Account Holder

PRODUCT: Damstra Asset Management

VERSION:

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APPROVED BY:

Adding/Changing Company Account Holder

1. Click the **Company** Tab, then select **Login Account Management**



2. Click the **Portal Accounts** to see who the current **Account Holders** for your Company are

A screenshot of a table titled 'TWMS Portal Accounts'. The table has columns for 'Account Holder', 'E-mail', 'Username', 'Site Filter', 'Can Edit Company Details', and 'Status'. The 'Account Holder' column is highlighted with a red box. A red arrow points to the 'Employee Accounts' tab above the table. The table lists five account holders with their respective email addresses, usernames, and status (all 'Valid').

Account Holder	E-mail	Username	Site Filter	Can Edit Company Details	Status
Michael Saunders	m.saunders@damstratechnology.com	michsaunders		✓	Valid
Sonya Castle	s.castle@damstra.com.au	socastleDMS		✓	Valid
Christian Damstra	cw.damstra@damstra.com.au	Christian		✓	Valid
Serban Kramers	s.kramers@damstratechnology.com	serbanc		✓	Valid
Bridie Gaffney-Wilkes	b.gaffney-wilkes@damstratechnology.com	bridie		✓	Valid

3. At the bottom part, click the **Create new Portal account** if you intend to **Add New Account Holder**
4. A pop-up window will appear, fill out the information needed, then click **Add User**

A screenshot of a pop-up form titled 'Add User'. The form contains the following fields: 'Account Holder', 'E-mail', 'Username', 'Can Edit Company' (checkbox), and 'Site Filter' (dropdown menu). Red arrows point to each of these fields. At the bottom of the form, there are two buttons: 'Add User' (highlighted with a red box) and 'Cancel'.

5. Account Holders are limited to **5 users**, but if the company requires more than 5 users, you can send an email request to service@damstratechnology.com for the 6th user and so forth using the below template.

- The letter must be on Company Letter Head and signed by a Manager
- The Name of the current account holder and the reason why you need to change the account holder (applicable for changing the account holder)
- The Name, Position, Email Address, and Contact Number of the new company representative/account holder