



**US SOY**

USSES.org Adding Additional Users – Customer

**SUSTAINABLE  
U.S. SOY™**

# USSES.org Adding Additional Users – Customer

sesadmin@ussec.org (636) 449-6046   Jim Kromp

 **Customer Dashboard** Test Company UK, LLC

**Click on the Users tab from the left side panel.**

Customer Dashboard

Customer Certificate Add

**Users**

Help / Info Center

Add Customer

Requested Certificates

Customer Transfer-in Certificates

Transfer Cert. Number ⓘ	Exporter Cert. Number ⓘ	Higher-level Transfer Cert. ⓘ	Company	Delivery Weight (metric tons)	Weight Remaining (metric tons)	Delivery Date	Marketing Year
No Customers found							

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sesadmin@ussec.org (636) 449-6046 Jim Kromp

**Users - Customer Test Company UK, LLC**

All Users

Name	Email	Phone	Type	Status	
Jim Kromp	jkromp@customerukllc.com		Customer Admin	Active	<a href="#">Edit</a>

Click on the + Add User button.

# USSES.org Adding Additional Users – Customer

The screenshot shows the 'Add New User' form on the USSES.org website. The form includes fields for First Name, Last Name, Email, and Phone, all marked as 'Required'. There is a Password field with a note: 'A temporary password will be generated automatically and emailed to the user.' Below these are checkboxes for 'Approved Signatory' and 'Receive Emails'. An 'Account Type' dropdown menu is set to 'Customer Viewer'. At the bottom are 'Create' and 'Back' buttons. A red circle highlights the 'Create' button. A green vertical bar is on the left side of the page.

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**SOY EXPORT SUSTAINABILITY LLC**

Customer Dashboard  
Customer Certificate Add  
**Users**  
Help / Info Center  
Add Customer  
Requested Certificates

**Add New User**

**Fill in the First Name, Last Name, Email, and Phone number of the new user.**

**Check the box if the user is an approved signatory on the account.**

**Check the box so the user can receive emails.**

**Click the green Create button.**

**Click the Account type from the dropdown menu.**

First Name Required  
Last Name Required  
Email Required  
Phone Required  
Password *A temporary password will be generated automatically and emailed to the user.*  
Approved Signatory   
Receive Emails   
Account Type Customer Viewer  
Create Back

# USSES.org Adding Additional Users – Customer

sesadmin@ussec.org (636) 449-6046 Jim Kromp

**Users - Customer Test Company UK, LLC**

All Users + Add User

Name	Email	Phone	Type	Status
Jim Kromp	jkromp@customerukllc.com		Customer Admin	Active <a href="#">Edit</a>
Mark Fillmore	Mfillmore@customerukllc.com		Customer Admin	Active <a href="#">Edit</a>

**Find the new user you added in the User list.**

# SOY.ORG

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