



# New Hampshire Department of Revenue Administration Property Tax Rate Setting Software Quick Help Sheet: Creating Accounts

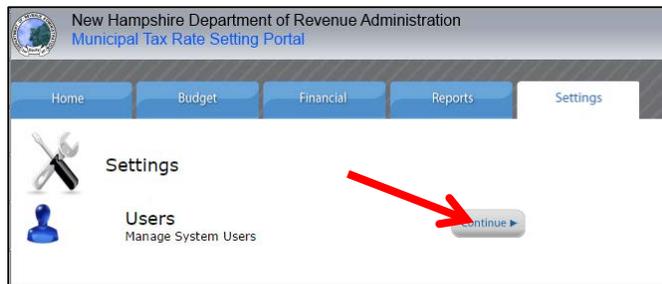
## Step One

From the Home Page, go to the Settings tab on the top of the screen.



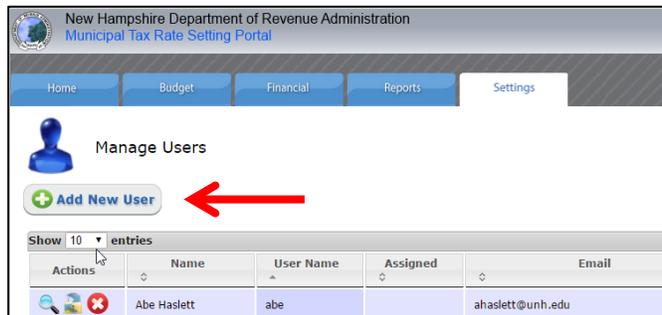
## Step Two

Select the continue button to the right of the User description.



## Step Three

Above the table of existing users on the Manage Users page, click "Add New User"



## Step Four

A modal window will appear. Specify the username, a temporary password, and relevant user information. Select the appropriate User Level for the account (administrator, user, viewer). Finally, click the "Save" button. Provide the username and temporary password to the new user. They will be prompted to setup a unique password and security question upon their initial login.

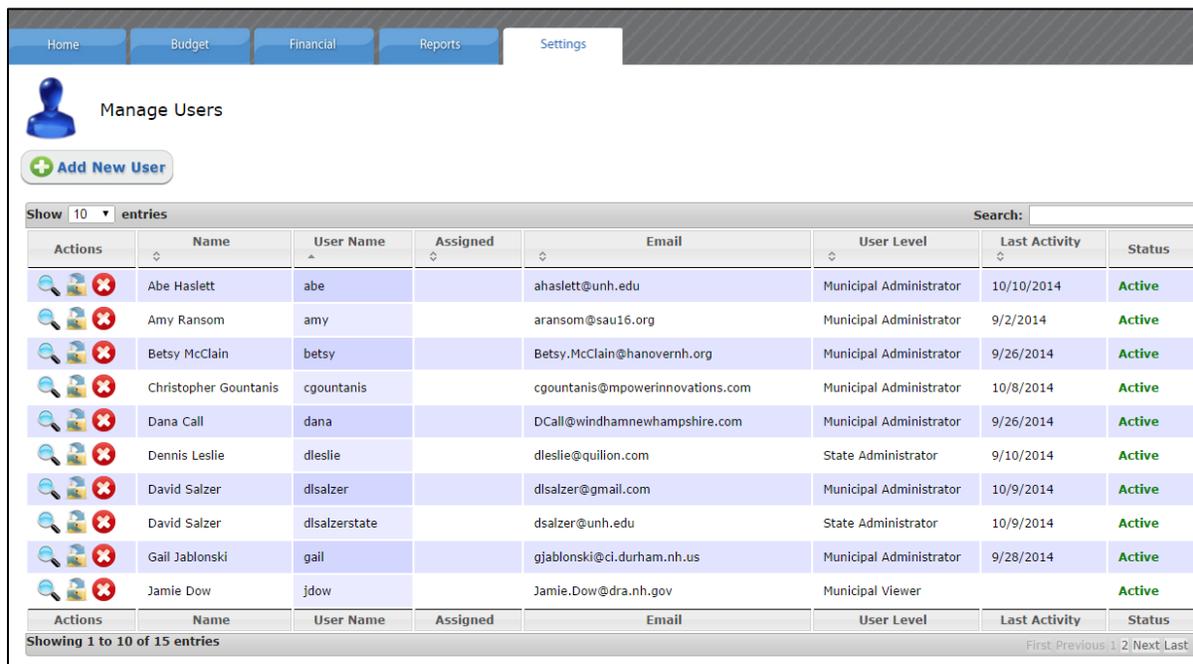
***If you do not wish to save this user, click the red "X" in the upper right corner to close the window and discard the changes.***

User Profile		
All Fields Required *		
User Name*	Password (Leave blank to not update existing.)	
Challenge Question - Select Challenge Question -		
Challenge Answer		
Email*		
First Name*	Last Name*	
Address*		
City*	State*	Zip*
Phone*		Position*
User Level Municipal Viewer	User Status Active	
Save		

## Viewing/Editing Existing Users

You will be presented with the Manage Users screen. Columns in this table can be sorted, ascending or descending, by clicking on the column header. The Search function is dynamic and will provide live feedback based on any partial or complete text entry. The search function will examine the text in each column, allowing you to filter for users by Name, User Name, Email, User Level, Last Activity, or Status. The number of visible entries can be controlled with the dropdown in the upper left corner of the table (options are 10, 25, 50, or 100 entries per page). You can navigate to other pages of results (if needed) using the buttons in the lower right corner of the table.

Existing user profiles can be viewed and edited by the user themselves or by a Municipal Administrator by clicking the magnifying glass icon next to their name (🔍). This will open a modal window containing the user profile. Any of the fields in this window can be edited. Changes can be saved by clicking the “Save” button in the lower right corner. Changes can be discarded by clicking the red “X” icon in the upper right corner, closing the modal window.



Actions	Name	User Name	Assigned	Email	User Level	Last Activity	Status
 	Abe Haslett	abe		ahaslett@unh.edu	Municipal Administrator	10/10/2014	Active
 	Amy Ransom	amy		aransom@sau16.org	Municipal Administrator	9/2/2014	Active
 	Betsy McClain	betsy		Betsy.McClain@hanovernh.org	Municipal Administrator	9/26/2014	Active
 	Christopher Gountanis	cgountanis		cgountanis@mpowerinnovations.com	Municipal Administrator	10/8/2014	Active
 	Dana Call	dana		DCall@windhamnewhampshire.com	Municipal Administrator	9/26/2014	Active
 	Dennis Leslie	dleslie		dleslie@quillion.com	State Administrator	9/10/2014	Active
 	David Salzer	dlsalzer		dlsalzer@gmail.com	Municipal Administrator	10/9/2014	Active
 	David Salzer	dlsalzerstate		dsalzer@unh.edu	State Administrator	10/9/2014	Active
 	Gail Jablonski	gail		gjablonski@ci.durham.nh.us	Municipal Administrator	9/28/2014	Active
 	Jamie Dow	jdow		Jamie.Dow@dra.nh.gov	Municipal Viewer		Active

Figure 1: The Manage Users screen

### Resetting Passwords

User passwords can be manually reset by a Municipal Administrator, if needed, by clicking the Padlock icon (🔒) next to the user entry. You will be prompted to confirm this action. Once confirmed, the system will send a new temporary password to the email address listed in the user’s profile.

### Deleting Users

Users can be deleted by Municipal Administrators. To delete a user select the red icon (✖). You will then be prompted to confirm that you wish to delete the user before the action is finalized.