

## My Admin

Open the **My Admin** page to perform Account Maintenance and User Management.

Account Maintenance:

- Click **Deposit To Escrow** to fund the escrow by paying using debit or credit card.

User Management:

- Click **Users** to assign or remove roles from a user type.

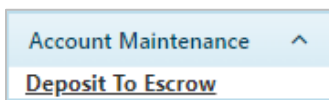
My Profile:

- Click **Change Password** to update YOUR current password.
- Click **Carrier Profile** to modify company information.
- Click **User Contact Information** to update the contact preference.

## Escrow

Use the **Deposit To Escrow** page to fund or replenish your escrow account from which the price of permits may be debited.

1. Click the **My Admin** then select **Deposit To Escrow** from the **Account Maintenance** pane to open the page.



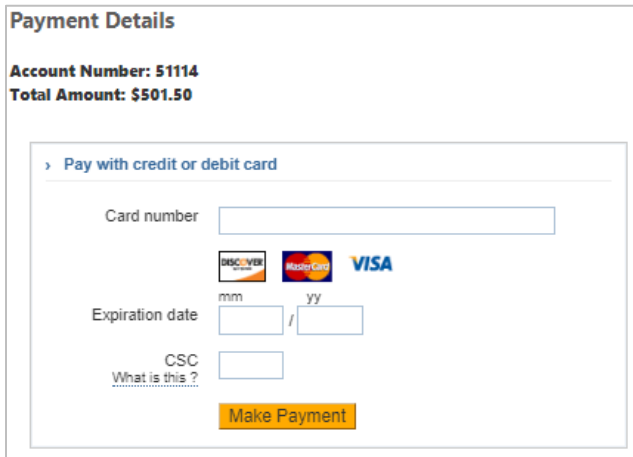
2. Enter the dollar amount you wish to deposit. The total amount will include a \$1.50 Convenience Fee.

A form with two input fields. The first field is labeled 'Name\*' and contains the text 'TEST CARRIER ACCOUNT12:'. The second field is labeled 'Deposit Amount\*' and contains the value '\$500.00'.

3. Click on **Pay** to be directed to the Payment Details page.

A screenshot of a payment details form. It includes the following fields: 'Name\*' (TEST CARRIER ACCOUNT12:), 'Deposit Amount\*' (\$500.00), 'Available Balance' (\$0.00), 'Convenience Fee\*' (\$1.50), and 'Total Amount Charged\*' (\$501.50). At the bottom, there is a blue button labeled 'Pay'.




4. Enter the credit or debit card information and click on **Make Payment**.



**Payment Details**  
**Account Number: 51114**  
**Total Amount: \$501.50**

> Pay with credit or debit card

Card number

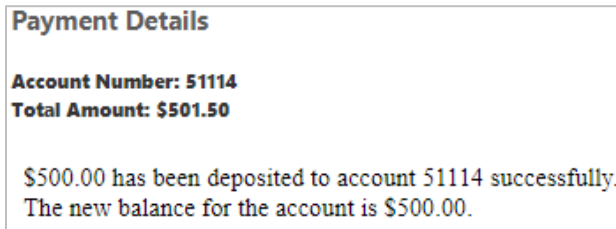
  

Expiration date mm / yy  /

CSC   
What is this ?

**Make Payment**

5. You will receive confirmation showing the amount applied to your escrow account, the account in which it was deposited, and the new balance of the account.



**Payment Details**  
**Account Number: 51114**  
**Total Amount: \$501.50**

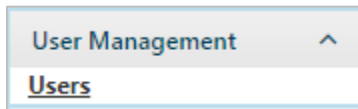
\$500.00 has been deposited to account 51114 successfully.  
The new balance for the account is \$500.00.

## Users

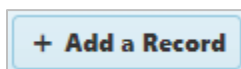
For Admin Users, the Users page is where you add a new user, edit an existing user, delete a user from your account or disable an existing user.

### ADD A NEW USER

1. To add a user, click the **My Admin** then select **Users** from the **User Management** pane to open the page.



2. When the Users page opens, click on **Add a Record** to allow another user to request permits under this account.



3. A pop-up box will appear. Complete the **User Information** and choose a pre-configured user type from the drop-down menu. Designate the Contact Preference in which the new user wishes to receive correspondence. Then click the **Update** button.

**Add/Edit Users**

**User Information**  
To create your user account, Username must be at least 3 characters long. It must start with a letter. It can be a combination of letters, digits and special characters. Only special characters - @ \_ are allowed. It cannot start with GUEST with 6 consecutive digits. Username is not case sensitive.

**User Name\***  
USER123X

**First Name\*** USER **Last Name\*** X

**Email\***  
USER123X@YOPMAIL.COM

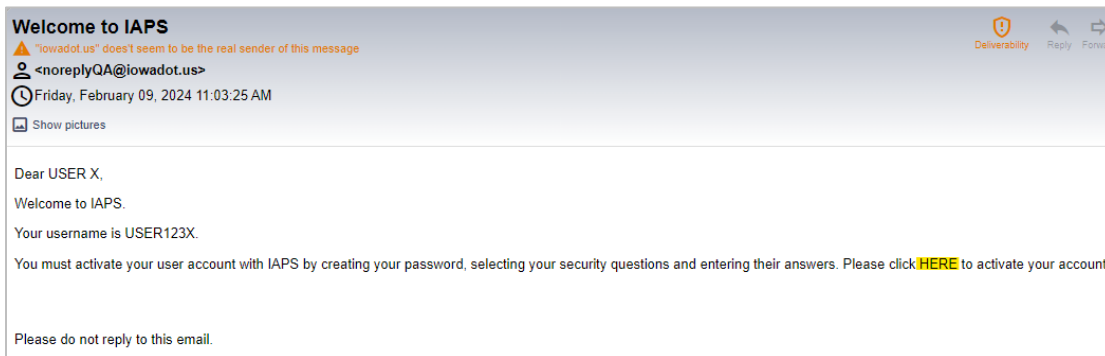
**User Type\***  
Carrier User

**Contact Preference\***  
Email

**Phone** (555) 555-5555 **Service Provider** US Cellular

Update Cancel

- The new user will receive an email. To activate the account, the new user clicks on **HERE** in the body of the email.



- Then the new user completes the **User Account Setup** page with the required information and click on Submit. The new user then returns to the log-in page and fills in the user name and password to access the IAPS system.

**User Account Setup**

Password must be at least 8 characters long. It must contain at least one numeric digit, one lowercase letter and one uppercase letter.

After entering a new password and confirm password, choose and answer three security questions. Please note that answers are case-sensitive.

**New Password**

**Confirm Password**

**Security Question 1**  
Select from list ...

**Answer 1**

**Security Question 2**  
Select from list ...

**Answer 2**

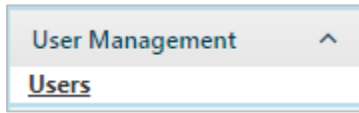
**Security Question 3**  
Select from list ...

**Answer 3**

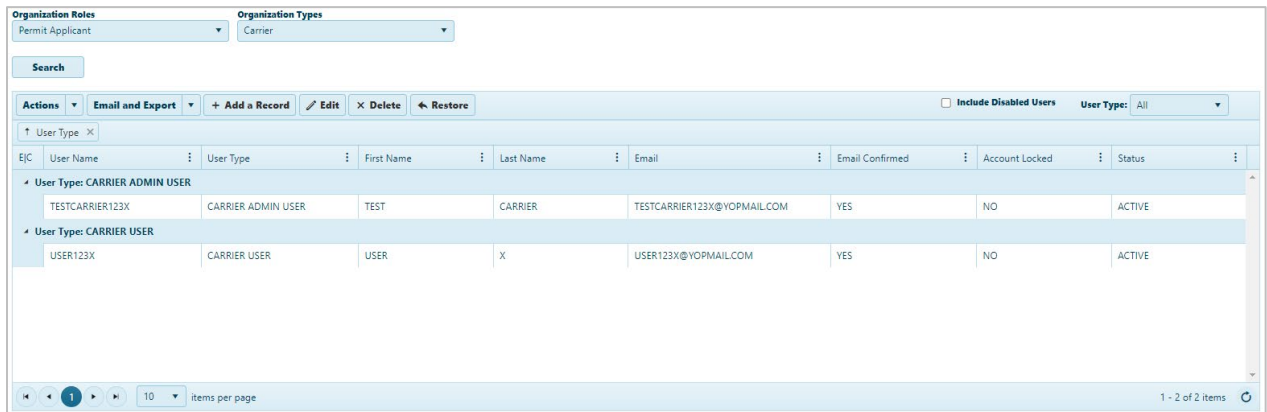
Submit Cancel

## EDIT AN EXSISTING USER

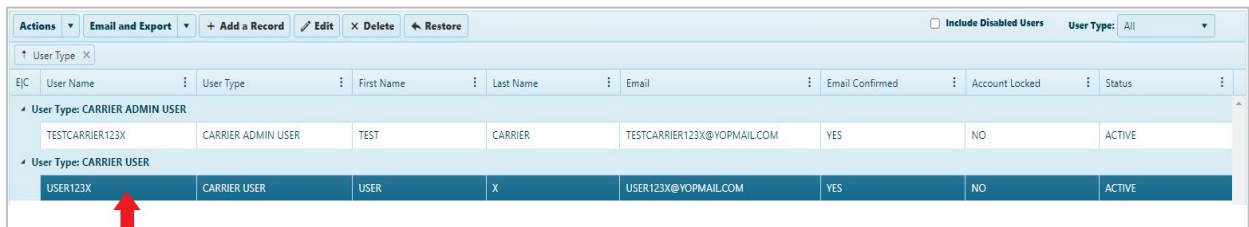
1. To edit an existing user, click the **My Admin** then select **Users** from the **User Management** pane to open the page.



2. When the Users page opens, click the **Search** button to display all users under this account.



3. To select the user you wish to edit, click to highlight the line where the user appears and then click the **Edit** button.



4. Edit the information and click the **Update** button to save the changes.

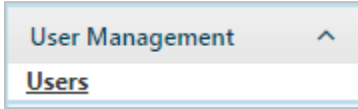
A screenshot of the 'Add/Edit Users' form. It contains the following fields:
 

- User Name\***: USER123X
- First Name\***: USER
- Last Name\***: X
- Email\***: USER123X@YOPMAIL.COM
- User Type\***: Carrier User (dropdown)
- Contact Preference\***: Email (dropdown)
- Phone**: (555) 555-5555
- Service Provider**: US Cellular (dropdown)

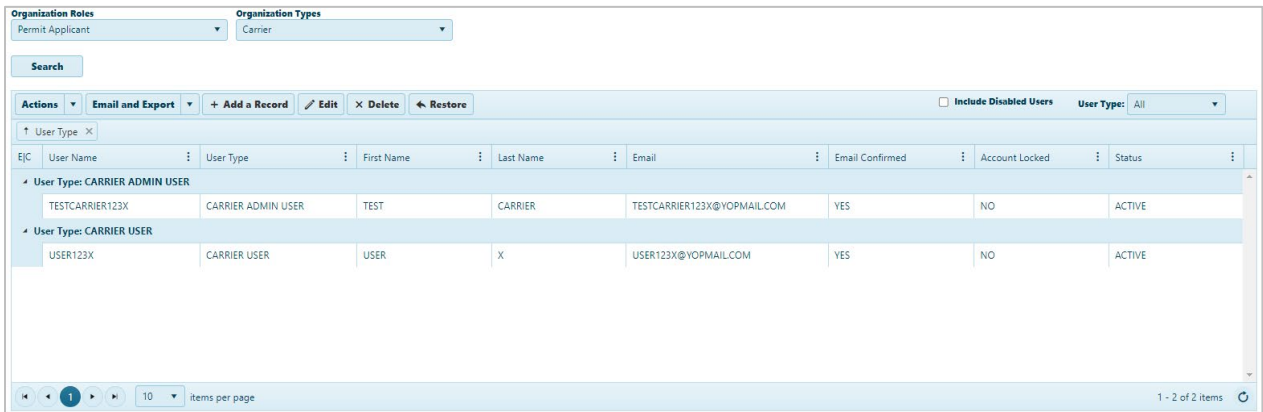
 At the bottom right, there are two buttons: 'Update' (with a checkmark icon) and 'Cancel' (with a close icon).

## DELETE AN EXSISTING USER

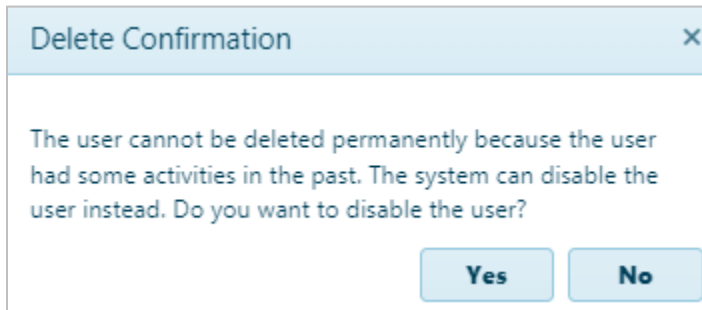
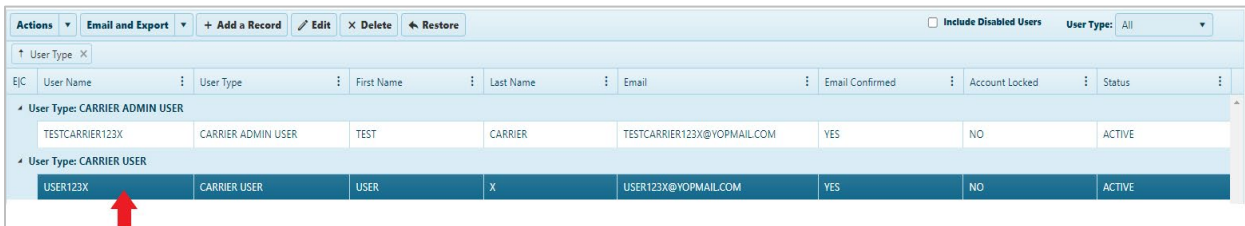
1. To delete a user, click the **My Admin** then select **Users** from the **User Management** pane to open the page. *You can only delete users that have had no past activities on the account. You need to disable the user with past activity that should no longer have access to issue permits from the company's account.*



2. When the Users page opens, click on Search to display all users under this account.



3. To select the user you wish to delete, click the line where the user appears and then click Delete.

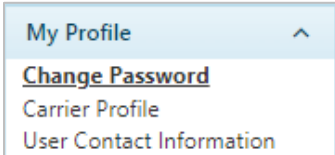


4. If the user has been active on the company account, you will only be able to disable the user. A pop-up will appear asking if you would like to disable the user. Click yes. You may use the restore button to reactivate a disabled user.

## My Profile

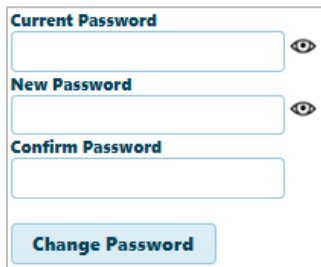
Use the My Profile page to change the password, carrier profile or user contact information.

1. To change the password on your account, navigate to Change Password screen by clicking the My Admin link then choosing Change Password from the My Profile pane.



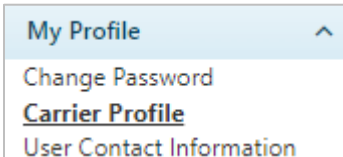
A screenshot of a dropdown menu titled "My Profile" with an upward arrow. The menu is open, showing three options: "Change Password" (which is underlined and highlighted in blue), "Carrier Profile", and "User Contact Information".

- Enter your current password, the new password and confirm password then click Change Password.



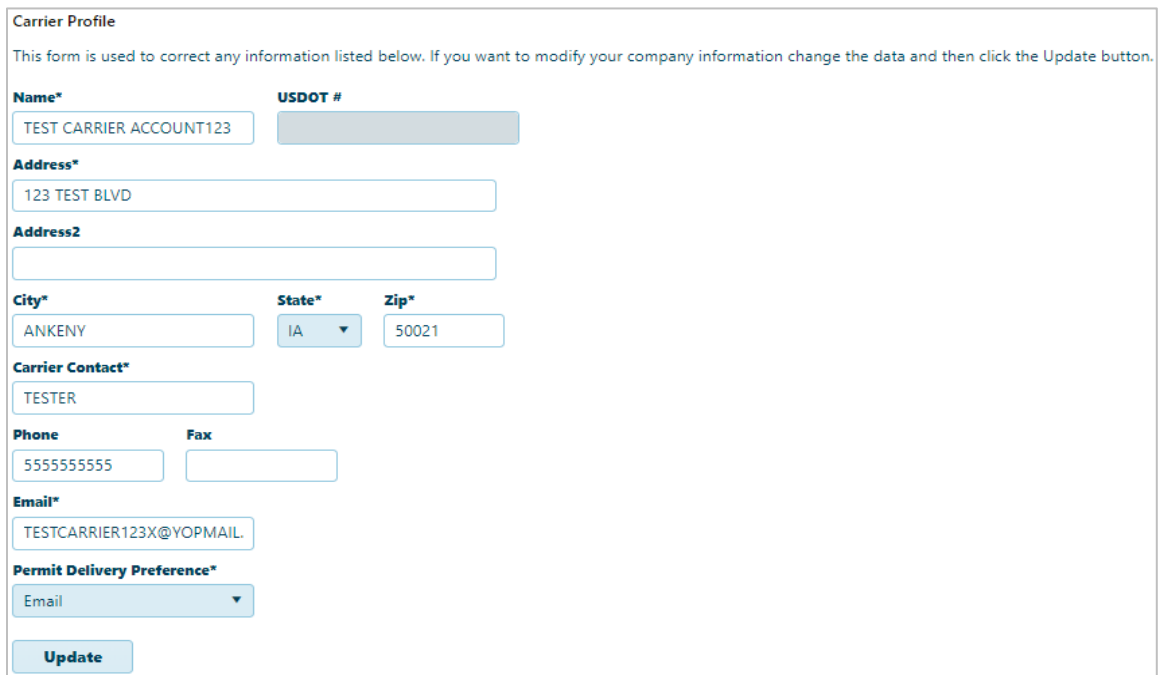
A screenshot of the "Change Password" form. It contains three input fields: "Current Password", "New Password", and "Confirm Password". Each field has a small eye icon to its right for toggling visibility. Below the fields is a blue "Change Password" button.

2. To updated carrier Profile, navigate to Carrier Profile screen by clicking the My Admin Link then choosing Carrier Profile from the My Profile pane.



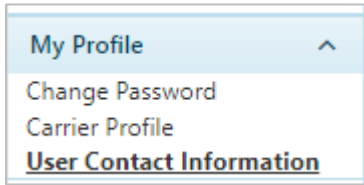
A screenshot of a dropdown menu titled "My Profile" with an upward arrow. The menu is open, showing three options: "Change Password", "Carrier Profile" (which is underlined and highlighted in blue), and "User Contact Information".

- Modify company information that is incorrect and then click Update.



A screenshot of the "Carrier Profile" form. At the top, it says "Carrier Profile" and "This form is used to correct any information listed below. If you want to modify your company information change the data and then click the Update button." The form has several fields: "Name\*" (TEST CARRIER ACCOUNT123), "USDOT #" (greyed out), "Address\*" (123 TEST BLVD), "Address2" (empty), "City\*" (ANKENY), "State\*" (IA), "Zip\*" (50021), "Carrier Contact\*" (TESTER), "Phone" (5555555555), "Fax" (empty), "Email\*" (TESTCARRIER123X@YOPMAIL), and "Permit Delivery Preference\*" (Email). There is an "Update" button at the bottom.

3. To update the user contact information, navigate to Carrier Profile screen by clicking the My Admin Link then choosing User Contact Information from the My Profile pane.



- Update contact information and contact preference then click on Update