

## **DATASAFE ONLINE SUBSCRIBER PROGRAM**

Welcome to DataSafe's Online Subscriber program. As the Account Administrator, you will be able to add, delete and edit the users authorized to access your DataSafe account.

Your account may have as many administrators as you choose. You may assign administrative access when adding a new user or you may edit an existing user. A user who is not an administrator will only be able to view and edit their own information.

### **Logging into Online Subscriber Program**

Sign in with your user name and web password. Remember that the password field is case sensitive. If you have not previously established a separate web password, your current password is your subscriber number. You may use that or you may create a new one.

### **Home Page**

The Home Page allows you to update your Main Contact or Billing Contact, gives you your DataSafe Account Executive information, gives you the audit information for all changes done to your account online, shows you any balance due and lets you sign up for online invoices.

### **Adding New Subscribers**

From the Home Page, select Manage Subscribers.

All of the authorized subscribers for your account will be displayed. At the bottom of the screen, select Add New Subscriber.

Enter information. All required information is marked with \*. The subscriber number and web password will be auto-generated (the new user will change their web password when they confirm their access).

When you click the Add button at the bottom of the screen, an email will be sent to your email address, confirming the change to your account, and also to the email address of the new user. From a link in that email, he or she will need to confirm their account in order for it to be activated.

We suggest you add a new site when you add a new subscriber. In the Delivery Site portion, leave the "New Site" selection for the first drop-down menu and click on the "Use Employee Details" check box. This will allow all web orders to auto fill with the correct contact information.

### **Viewing and Editing Subscribers**

From the Manage Subscribers screen, you may also view and edit subscriber information by clicking on the appropriate link next to the user's name.

## **Deleting Subscribers**

To delete a subscriber, simply click on the Delete link next to their name and confirm deletion on the next screen. If the user has an individual Delivery Site set up for them, you may delete that at the same time.

## **Delivery Sites**

Each user is assigned to a specific delivery site. You can add new sites and edit site information through the Manage Delivery Sites Link.

Please note that in order to delete an existing Delivery Site, you must move any users to a different location through the Edit function in Manage Subscribers. If you are deleting a subscriber and their unique delivery site, you can do both functions at once from the Manage Subscriber page.

If you have any questions, please call Client Services at 650.875.3800 or 800.275.SAFE