



AMERICAN ARBITRATION ASSOCIATION®

ADD AND REMOVE AUTHORIZED USERS



ADD AND REMOVE AUTHORIZED USERS

- ADR Center will provide a company with the ability to add AUTHORIZED USERS to its account in order to grant internal users access to NY No Fault cases for that company
- Only the “ADMIN” person(s) (as designated by that company) has the ability to add users
- A company’s “ADMIN” person also has the ability to remove users from their company’s account
- A company can also set multiple users to be an “ADMIN” person, if needed



MY ACCOUNT

Once logged into ADR Center, access your “My Account” menu by clicking on the link at the top of the landing page (left of LOGOUT). When logged in, the My Account tab will display your name.

In the example above, ADMIN, has been entered as the user’s name.

	CASE NUMBER	APPLICANT ATTORNEY	ASSIGNEE	INJURED PARTY	ACCIDENT	CARRIER ATTORNEY	CARRIER
<input type="checkbox"/>	17-14-1000-3165	The Law Offices of Enescu		billy boy	05/14/2014		Big Bang Insurance
<input type="checkbox"/>	17-14-1000-3191	The Law Offices of Enescu		Terrell Edwards	11/10/2013	Big Bang Attorney	Big Bang Insurance
<input type="checkbox"/>	17-14-1000-3196	The Law Offices of Enescu		Steve Smith	04/11/2013		Big Bang Insurance
<input type="checkbox"/>	17-14-1000-3198	The Law Offices of Enescu		Maria Santos	05/20/2014		Big Bang Insurance
<input type="checkbox"/>	17-14-1000-3201	The Law Offices of Enescu		Alejandro Lopez	07/30/2014		Big Bang Insurance
<input type="checkbox"/>	17-14-1000-3203	The Law Offices of Enescu		Kevin Tavera	07/08/2014		Big Bang Insurance
<input type="checkbox"/>	17-14-1000-3214	The Law Offices of Enescu		Blue Sky	10/01/2013		Big Bang Insurance

YOUR COMPANY INFORMATION

Then click on **your company information** tab.

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New York No-Fault Insurance
Home Award Search Help Test Logout

Your profile information **Your company information** Payment information

Company Information

Company Name
Test & Test Law Firm (CA)

Email Address donotemailtest&test@adr.org Phone Number 123-654-4747

Fax 9632581477

Save

AUTHORIZED USERS

LAST NAME	FIRST NAME	EMAIL	ADMIN	REMOVE
Jane	Smith	janesmith@bigbang.com	<input type="checkbox"/>	Remove
Test	Law	testandtest@lawfirm.com	<input checked="" type="checkbox"/>	Remove
Test	Lawyer	testandtest5@lawfirm.com	<input type="checkbox"/>	Remove

AUTHORIZED USERS

Next, go to the **AUTHORIZED USERS** section.



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New York No-Fault Insurance
Home Award Search Help Test Logout

Your profile information **Your company information** Payment information

Company Information

Company Name
Test & Test Law Firm (CA)

Email Address donotemailtest@test@adr.org Phone Number 123-654-4747

Fax
9632581477

Save

AUTHORIZED USERS

LAST NAME	FIRST NAME	EMAIL	ADMIN	REMOVE
Test	Lawyer	testandtest5@lawfirm.com	<input type="checkbox"/>	Remove
Test	Law	testandtest@lawfirm.com	<input checked="" type="checkbox"/>	Remove

[+ Add a new user](#)

AUTHORIZED USERS

Under the **AUTHORIZED USERS** section, to add a new user click the **+ Add a new user** button.

AUTHORIZED USERS				
LAST NAME	FIRST NAME	EMAIL	ADMIN	REMOVE
Test	Lawyer	testandtest5@lawfirm.com	<input type="checkbox"/>	Remove
Test	Law	testandtest@lawfirm.com	<input checked="" type="checkbox"/>	Remove

[+ Add a new user](#)



AUTHORIZED USERS

A pop-up will appear asking you to enter the new user's contact information.

Please Note: The new user **MUST** have a valid email address in order to have a user account in ADR Center.

Your profile information | **Your company information** | Payment information

Company
Company Name
Test & Test L
Email Address
donotemailer
Fax
9632581477

Register New User Close x

Ms Mr

First Name Last Name

Email Address

Phone Number

Address 1

Address 2

Address 3

City State Zipcode

Cancel

AUTHORIZED USERS

LAST NAME	F
Test	L
Test	L

ADDRESSES

<input type="checkbox"/>	A
<input type="checkbox"/>	1

Delete Address Add New Address

[Add a new user](#)

AUTHORIZED USERS

Enter their contact information and click **SUBMIT**.

The screenshot displays a web interface with a modal window for registering a new user. The background shows a 'Your company information' tab with fields for Company Name, Email Address, and Fax. The modal window, titled 'Register New User', contains the following fields and options:

- Gender: Ms Mr
- First Name: Jane
- Last Name: Smith
- Email Address: janesmith@bigbang.com
- Phone Number: 555-555-5555
- Address 1: 1 Universe Way
- Address 2: Suite 1
- Address 3: (empty)
- City: New York
- State: NY
- Zipcode: 11111

Buttons for 'Cancel' and 'Submit' are located at the bottom right of the modal. The 'Submit' button is highlighted in yellow.

AUTHORIZED USERS

An email will be sent to the new user's email address containing a link for them to complete the new user access.

Your profile information | **Your company information** | Payment information

Company

Company Name
Test & Test L

Email Address
donotemailte

Fax
9632581477

Thank you for registering Close ✕

A user is created and associated to your company. Please goto your company information if you want to add him/her as authorized users list.

A confirmation email has been sent to **janesmith@bigbang.com**. The user has to use the registration confirmation link in the email to confirm ownership of his/her email address. He/she will be prompted to create his/her password.

Save

AUTHORIZED USERS

LAST NAME	FIRST NAME	EMAIL	ADMIN	REMOVE
Test	Lawyer	testandtest5@lawfirm.com	<input type="checkbox"/>	Remove
Test	Law	testandtest@lawfirm.com	<input checked="" type="checkbox"/>	Remove
Jane	Smith	janesmith@bigbang.com	<input type="checkbox"/>	Remove

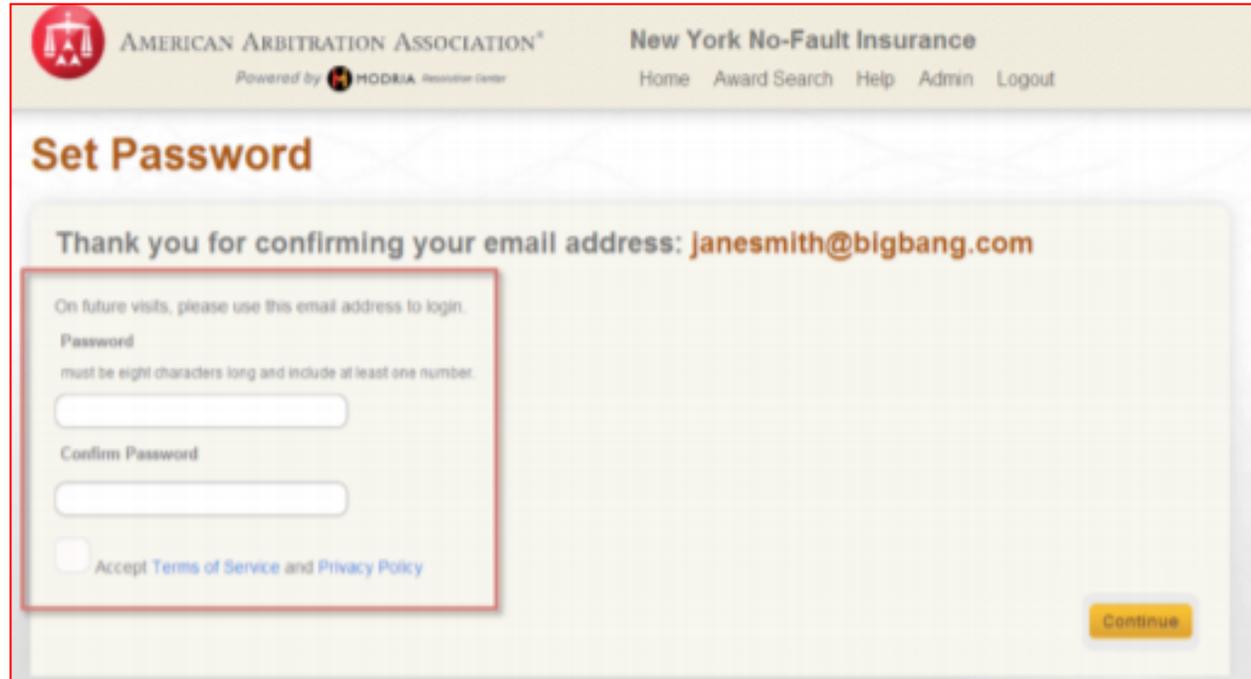
[+ Add a new user](#)

AUTHORIZED USERS

The link will take that user to a section of ADR Center to allow them to create their password.

Create a password, accept the “Terms of Service” and click CONTINUE to complete the registration.

Once the password has been set by the new user, they will be taken to their user homepage and can begin accessing cases.



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New York No-Fault Insurance
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Set Password

Thank you for confirming your email address: **janesmith@bigbang.com**

On future visits, please use this email address to login.

Password
must be eight characters long and include at least one number

Confirm Password

Accept Terms of Service and Privacy Policy

Continue

AUTHORIZED USERS

The user has now been added as an authorized user for the company's account. To add more authorized users, simply click the **Add a new user** button again and repeat the process.

You also have the ability to indicate whether or not the new user can act as an ADMIN USER by checking the box next to their name under the ADMIN column. This will give that user administrative privileges to the account and will allow that user to add additional users, if needed. Uncheck the box if you want to revoke their administrative privileges. This can only be done by the current ADMIN user.

To delete a user, simply click REMOVE next to that user's name. You will receive a confirmation that the user has been successfully removed.

ADMIN	REMOVE
<input type="checkbox"/>	Remove
<input checked="" type="checkbox"/>	Remove
<input type="checkbox"/>	Remove
<input type="checkbox"/>	Remove
<input type="checkbox"/>	Remove
<input type="checkbox"/>	Remove
<input type="checkbox"/>	Remove



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