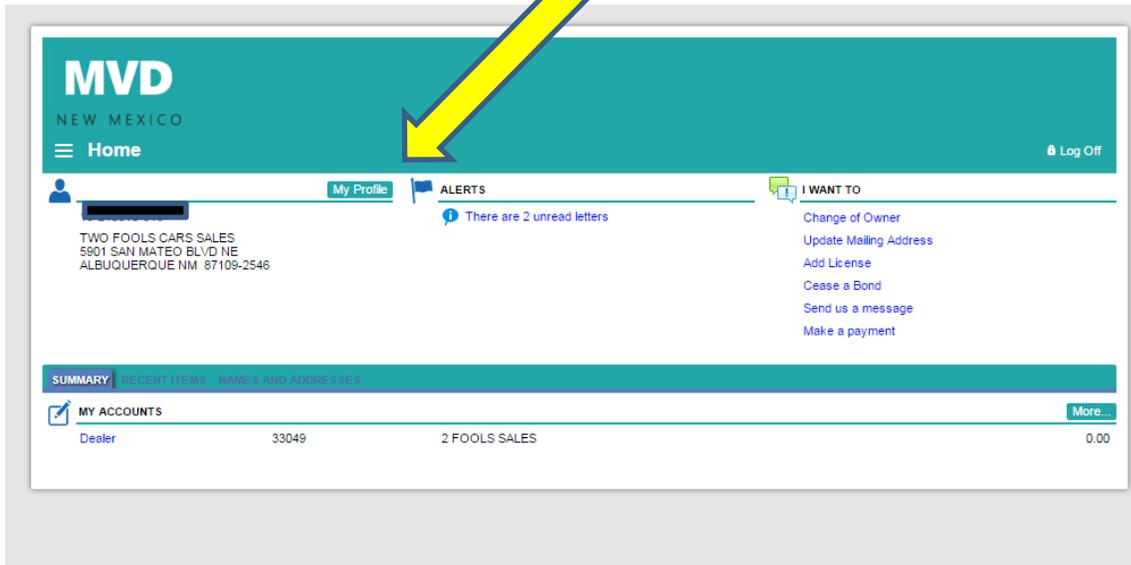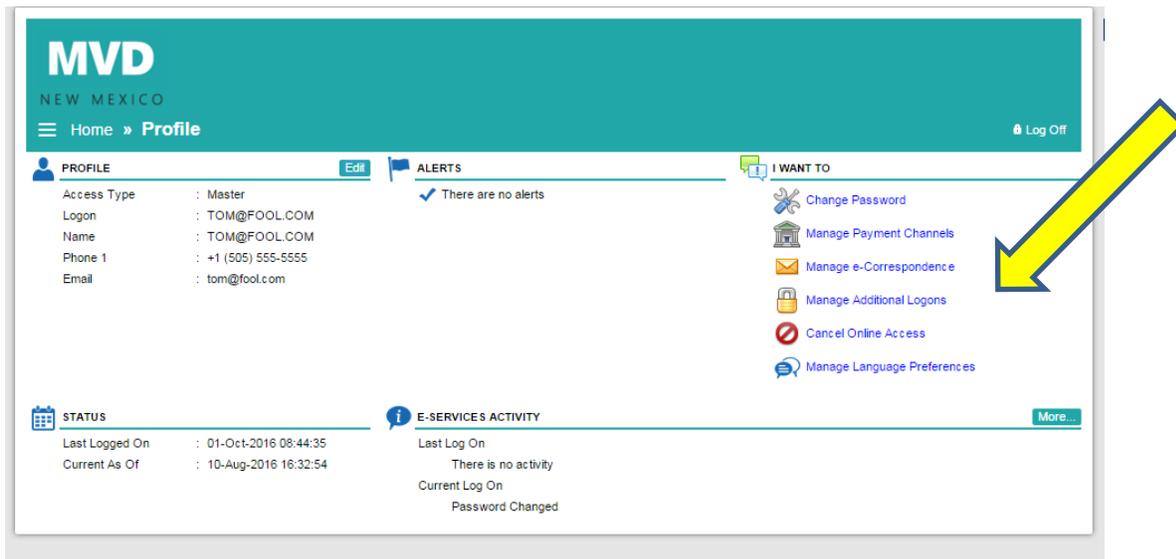Follow the steps below to add user & establish access for additional users in MyMVD.
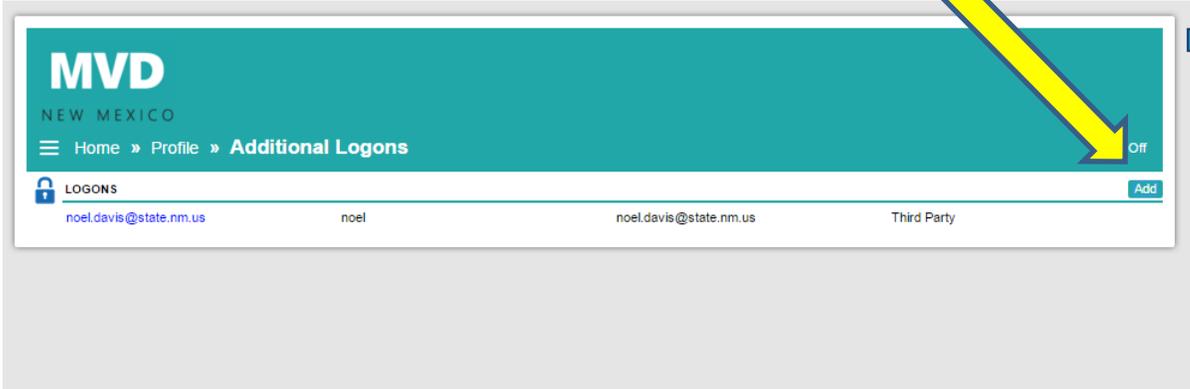
- My profile action button.

- Manage Additional Logons hyperlink

- "Add" action button.

- Complete necessary information and save. This will create the user and provide a hyperlink to the individual user account.
  - Log on will be the users email address.
  - Type of Access for the Customer account (you can change this under the Additional logons screen and the Settings sub tab). See page 3 for Customer user access levels.
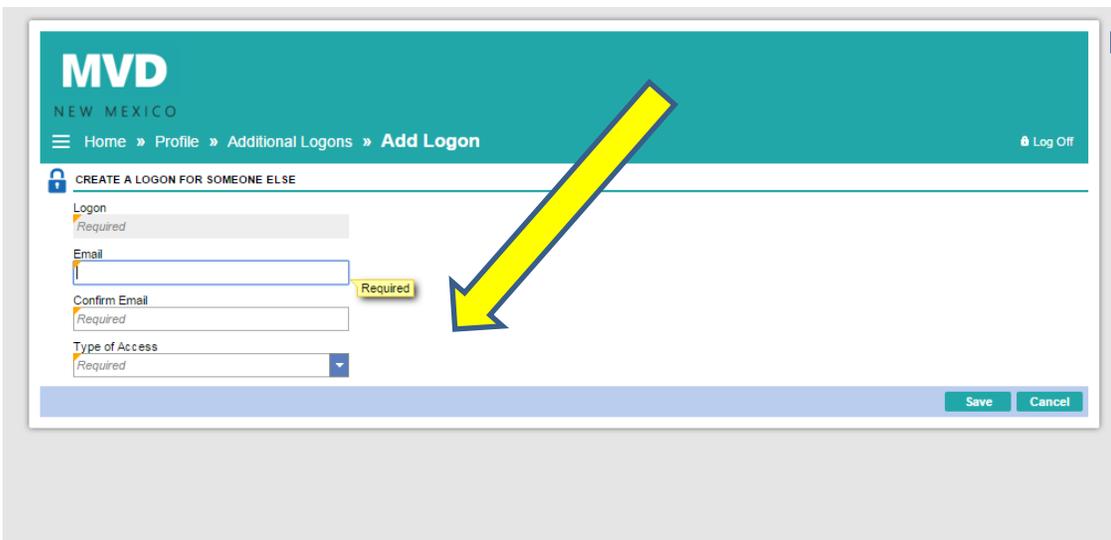
- New user will receive an email to finalize the process.
- Use the Home hyperlink to return to the Home screen.

Customer User Access & Permissions

- Customer Account Manager

ALERTS
- There is 1 unread notice
- There are 3 unread letters

I WANT TO
Change of Owner
Update Mailing Address
Add License
Cease a Bond
Send us a message

- Additional Login & Administrator

ALERTS
- There is 1 unread notice
- There are 3 unread letters

I WANT TO
Send us a message

- Fleet

🔒 Log Off

ALERTS
- There is 1 unread notice
- There are 3 unread letters

I WANT TO
Add/Remove Vehicle
Send us a message

Managing Account Access

- Select the user name hyperlink to manage Account access permissions.

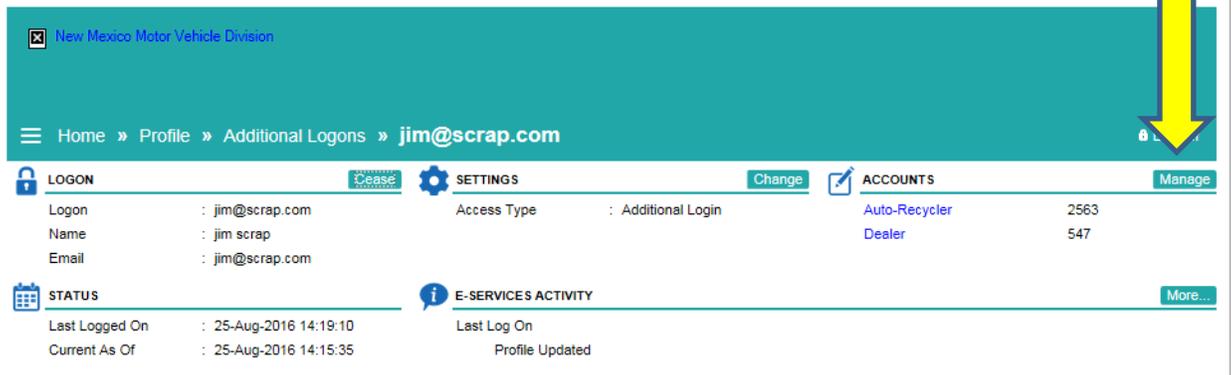New Mexico Motor Vehicle Division

...me » Profile » **Additional Logons**　　　　　　　　　　　　　　　🔒 Log Off

LOGONS　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Add

jim@scrap.com　　　　　　　jim scrap　　　　　　　jim@scrap.com　　　　　　　Additional Login

- Select the manage action button. This account which user will need access (Example below shows a dealer and auto recycler).

New Mexico Motor Vehicle Division

☰ Home » Profile » Additional Logons » **jim@scrap.com**

LOGON		Cease	**SETTINGS**		Change	**ACCOUNTS**		Manage
Logon	: jim@scrap.com		Access Type	: Additional Login		Auto-Recycler	2563	
Name	: jim scrap					Dealer	547	
Email	: jim@scrap.com							

STATUS		**E-SERVICES ACTIVITY**		More...
Last Logged On	: 25-Aug-2016 14:19:10	Last Log On		
Current As Of	: 25-Aug-2016 14:15:35	Profile Updated		

  o Select the account(s) which user will need access. Once complete click on the user email address to return to the user account screen.

New Mexico Motor Vehicle Division

☰ Home » Profile » Additional Logons » jim@scrap.com » **Manage Account Access**　　　🔒 Log Off

ACCOUNTS　　　　　　　　　　　　　　　　　　　　　　　　　　　　Filter

⊖ Auto-Recycler	2563	CAPITAL SCRAP METALS INC
⊘ Dealer	547	CAPITAL SCRAP METALS INC

Setting User Access & Permissions:

Customer VS Account Access

There are two different types of user access. Customer level (Yellow Arrow- first screen on log in- see page 3) and account level (Purple Arrow- dealer, auto recycler or Partner account see page 6 & 7).

- Customer Level- See page 3 for access levels.

- Account Level access- Select the account which user will need access.

- Account Level access- Select the type of access (see below for clarification on different levels) for the user and time period if necessary, use the save action button when done.

Account Level (Dealer, Auto Recycler) User Access & Permissions

- All Access
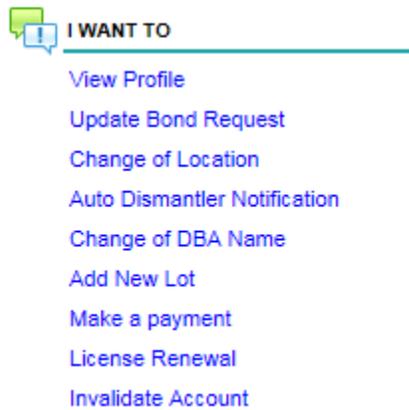
- Partner Bond

- View only

- Partner Office Manager:
  - o Auto Recycler Account:

  - o Dealer Account: