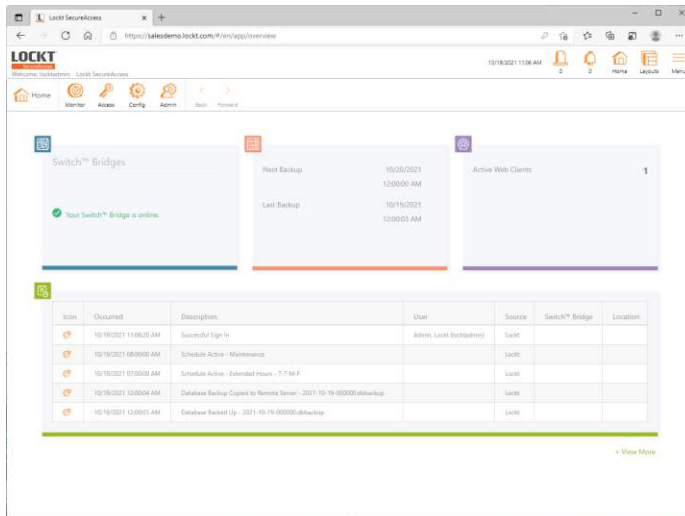


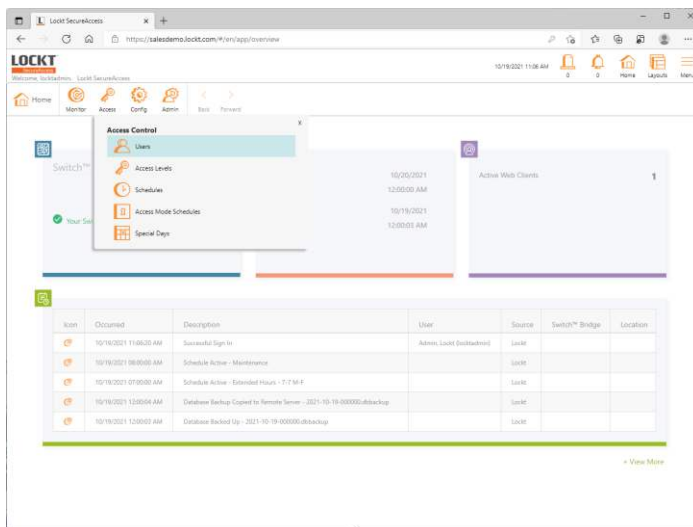
1. Login to the Lockt Software. Type [https://\[customer-name\].lockt.com](https://[customer-name].lockt.com) in address bar.



2. From the Home screen of the Lockt Software.



3. Navigate to the Users page under the Access menu. Users page shows a list of Users.



4. Choose the Create button to add a new user.



5. A New User page pops up. Type in the First Name and Last Name. Cardholder Only Role is not changed.

A screenshot of the LOCKT SecureAccess 'New User' form. The form is titled 'Identify' and contains fields for 'First Name', 'Last Name', 'Role' (set to 'Cardholder Only'), 'Language' (set to 'English'), 'Valid From' (set to '10/18/2021'), and 'Valid To' (set to '0000'). There is a checkbox for 'Use Further Notice' and a checkbox for 'Disable User'. An 'Email' field is at the bottom. A large orange user icon is on the right side of the form.

6. Scroll down to the Access fields.

A screenshot of the LOCKT SecureAccess 'Access' form. The form is titled 'Access' and contains fields for 'Token Number', 'Fob SN', 'Custom 4', 'Cards' (with a table for Card Number and Enabled), 'PIN' (with a 'Create New' button), 'Access Levels' (with a table for Name), and 'Options' (with a checkbox for 'Use Extended Unlock Time').

7. Select the Add button in the Cards section.

^ Access

Cards

Card Number	Enabled

+ Add

Remove

8. Type in Card Number and Enabled is checked. Enter a PIN number or create a new one to be use for Admin on Best Application for phone.

^ Access

Cards

Card Number	Enabled
1234	☒

+ Add

Remove

PIN

1234  Create New Clear

9. Select the Add button in the Access Levels section

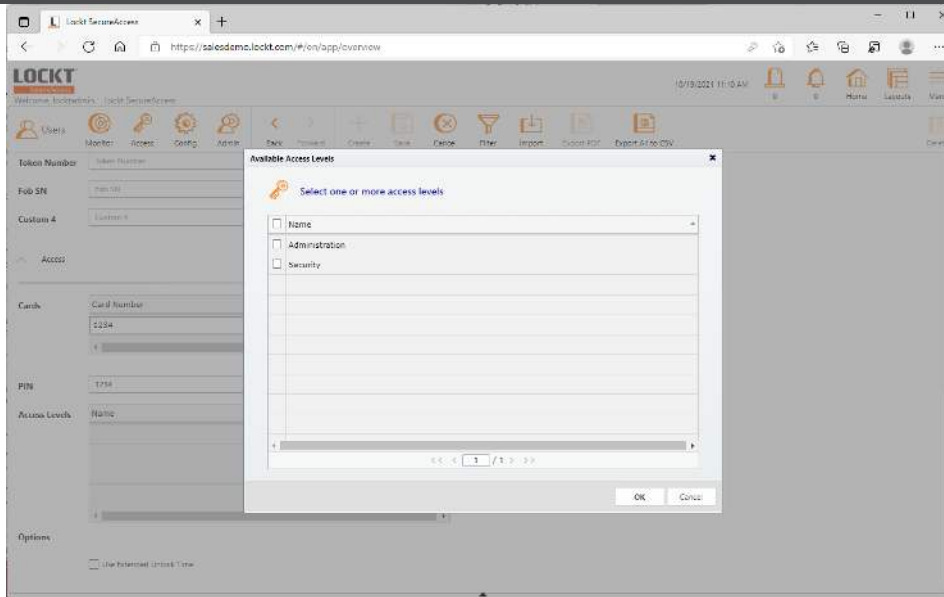
Access Levels

Name

+ Add

Remove

10. In the Available Access Levels window, check the box that is the required Access Level. Select Ok to finish Access Level assignment.



11. Select the SAVE button.

