

# Create a Store User Login



FLEET CENTER

# Objectives

1. Create a Store Login User
2. Edit or Delete a Store Login User



**MY** FLEET  
CENTER

## Create a Store Login User

1. Login to Midas.MyFleetCenter.com
2. Click on Stores
3. Click on a store to select it.
4. Click Launch Store Login Manager

"Extending the Midas Touch to your fleet billing"

midasdealer.myfleetcenter.com Powered by: im<sup>3</sup> Invoice Management technology

Invoices Adjustments Fleets **Stores** Reports My Account Contact Us Log Out

*Note: A blue arrow points to the 'Stores' menu item.*

**My Store Information**

Store List Store Details (Click chart to enlarge)

**Load Store Info**

- MDS00000
- MDSTEST02
- MDSTEST03
- MDSTEST04
- MDSTEST05
- MDSTESTSTOCKTRACCAN
- MDSTESTSTOCKTRACUSA
- MDSTESTVASTCAN
- MDSTESTVASTUSA

**Store Group List**

↑ + ✎ 🗑

**Store Contact Information**

Store number: MDS00000  
Store address: 1689 Route 9  
Clifton Park NY, 12065  
USA  
Store phone: (518) 383-2754  
Average invoice: \$0.00  
Fleet signups: 0

**Launch Store Login Manager**

*Note: A blue arrow points to the 'Launch Store Login Manager' button.*

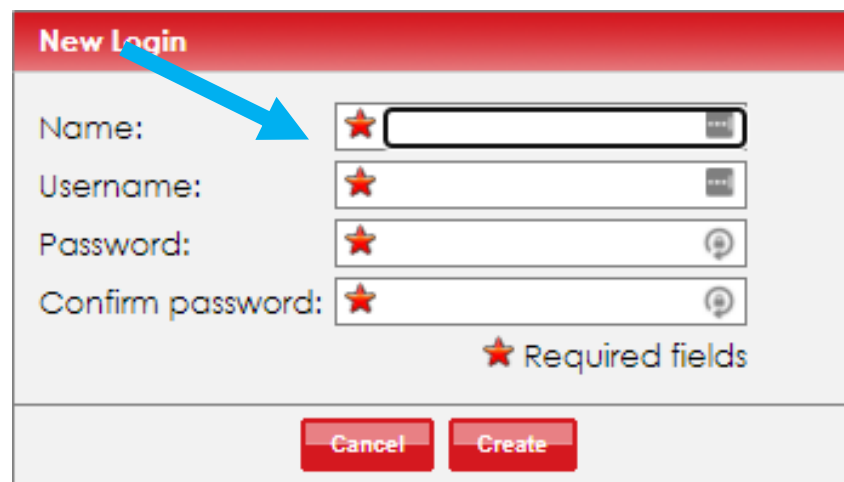
Click to enlarge (yearly)

All Invoices



## Create a Store Login User

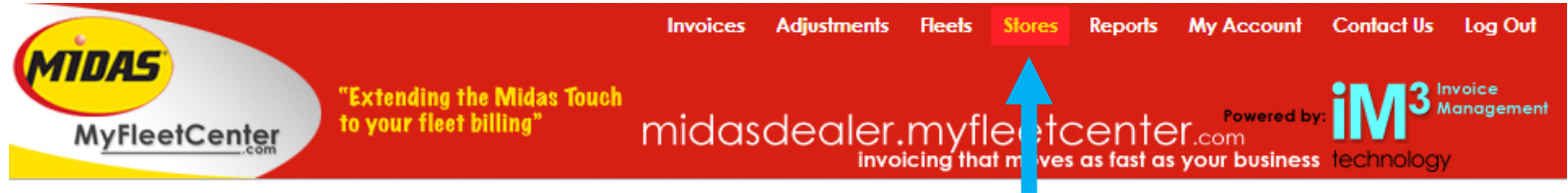
1. Click Add a New Store Login
2. Enter the required information:
  1. Person's name
    - Note that this will be case sensitive, so the user must enter it exactly as you enter it here.
  2. User name
  3. Password
    - Passwords must be between 6 and 50 characters in length and consist of at least 1 upper case letter, 1 lower case letter and 1 number.
4. Click Create





## Edit or Delete a Store Login User

1. Login to Midas.MyFleetCenter.com
2. Click on Stores
3. Click on a store to select it.
4. Click Launch Store Login Manager





## Edit or Delete a Store Login User

### 1. To **EDIT**:

- Click on the edit icon next to the user you want to edit.
- Enter the information you want to change.
- Click Save Changes.



### 2. To **DELETE**:

- Click on the red X box next to the user you want to delete
- Click Yes to confirm the deletion.

| Name      | Username | Actions |
|-----------|----------|---------|
| "New Test | NewTest  |         |
| KarnTest  | KJTest   |         |
| Shannon   | SATest   |         |

Are you sure you want to delete this login? This action cannot be undone!

No Yes

# Recap

1. Create a store user login:
  - Click Add a New Store Login
  - Enter the required information:
  - Click Create
2. Edit or delete a store user login
  - To EDIT:
    - Click on the edit icon next to the user you want to edit.
    - Enter the information you want to change.
    - Click Save Changes.
  - To DELETE:
    - Click on the red X box next to the user you want to delete
    - Click Yes to confirm the deletion.



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