# speedDIAL 2.0 — USER MANAGEMENT

Worldpac SpeedDIAL 2.0 customers can now create separate user profiles under their shop's account. Benefits of unique user logins:

- Protects privacy of shop owner credentials.

- Helps to prevent unauthorized users from accessing your account.

- Provides flexibility to add and remove users as shop employees change.

- Allows for the creation of customized access to a variety of features on SpeedDial including Viewing and Submitting Orders, Invoices, Returns, Prices and more!
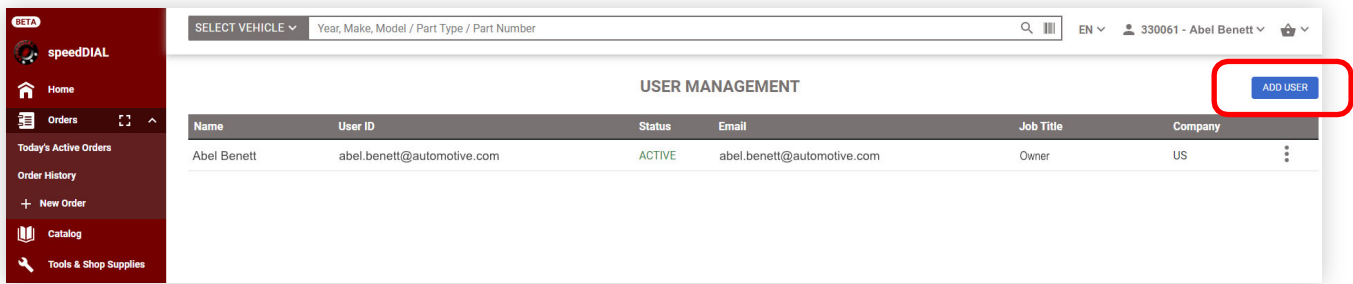
Creating a New User

Step 1

After logging into your account, select the person icon 👤 in the top right-hand corner of the home page screen and click "**User Management**".
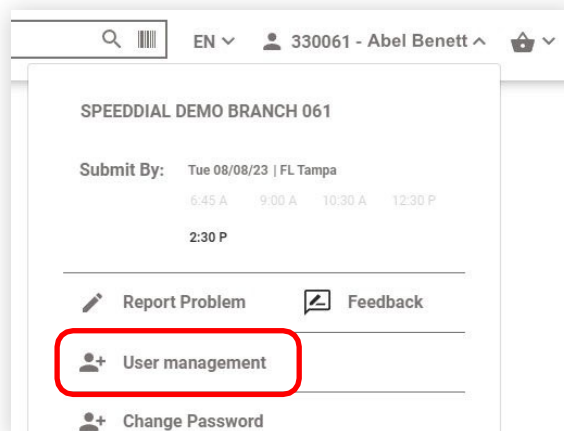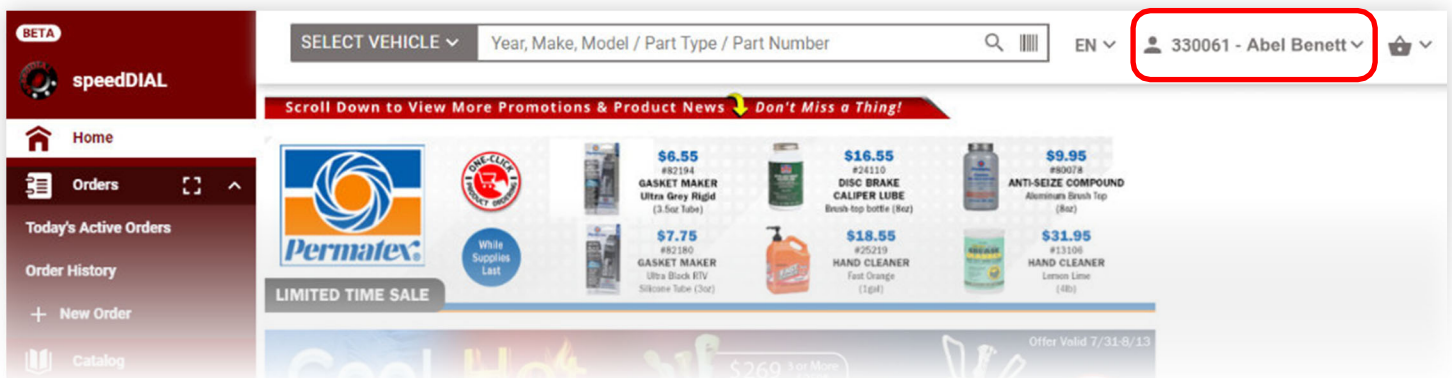
Step 2

Under the "User Management" screen, select "**Add User**" in the top right-hand corner.

Step 3

Fill out the details for the user on the form. The email address entered will be the user's login ID. Once complete, click "**Next**".

Step 4

On the next screen, customize the permissions for this user's access on SpeedDIAL.

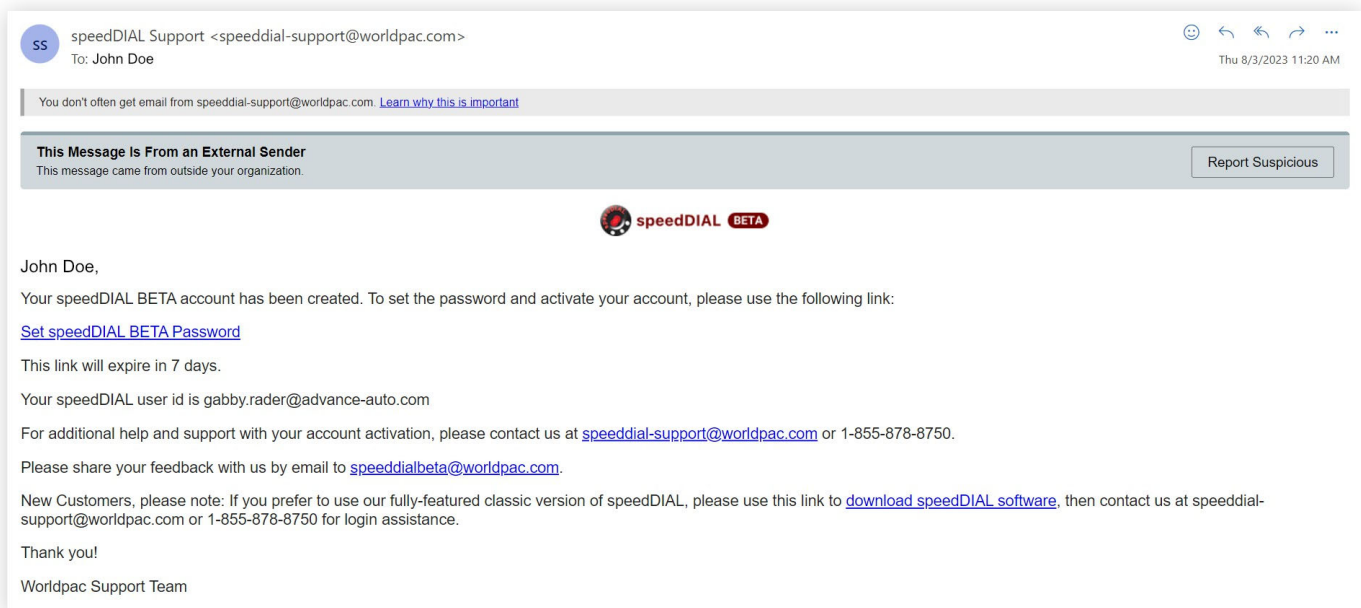For assistance, please email **speeddialbeta@worldpac.com**

Step 5   SpeedDIAL will display confirmation that the user has been successfully created. The user will then receive an email from SpeedDIAL Support with a link to create their password and log into their account. The shop owner will also receive an email from SpeedDIAL confirming that the user has been created.

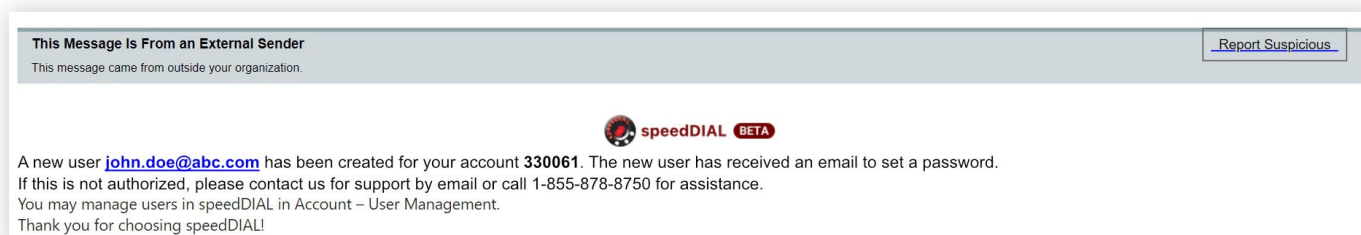---

User john.doe@abc.com has been created!   ✕

An e-mail will be sent to john.doe@abc.com with instructions to activate the account.

CLOSE

User Email

SS   speedDIAL Support <speeddial-support@worldpac.com>   ☺ ↩ ↩ ↪ …
To: John Doe   Thu 8/3/2023 11:20 AM

You don't often get email from speeddial-support@worldpac.com. Learn why this is important

This Message Is From an External Sender   Report Suspicious
This message came from outside your organization.

🔴 **speedDIAL BETA**

John Doe,

Your speedDIAL BETA account has been created. To set the password and activate your account, please use the following link:

Set speedDIAL BETA Password

This link will expire in 7 days.

Your speedDIAL user id is gabby.rader@advance-auto.com

For additional help and support with your account activation, please contact us at speeddial-support@worldpac.com or 1-855-878-8750.

Please share your feedback with us by email to speeddialbeta@worldpac.com.

New Customers, please note: If you prefer to use our fully-featured classic version of speedDIAL, please use this link to download speedDIAL software, then contact us at speeddial-support@worldpac.com or 1-855-878-8750 for login assistance.

Thank you!

Worldpac Support Team

Shop Owner Email

This Message Is From an External Sender   Report Suspicious
This message came from outside your organization.

🔴 **speedDIAL BETA**

A new user **john.doe@abc.com** has been created for your account **330061**. The new user has received an email to set a password.
If this is not authorized, please contact us for support by email or call 1-855-878-8750 for assistance.
You may manage users in speedDIAL in Account – User Management.
Thank you for choosing speedDIAL!

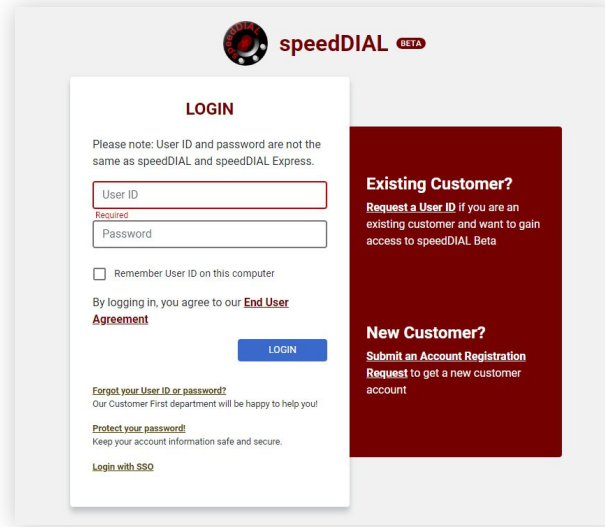**Step 6** The user will click the link in the email to set their password. Once they choose a password, they will be prompted to log into their account.
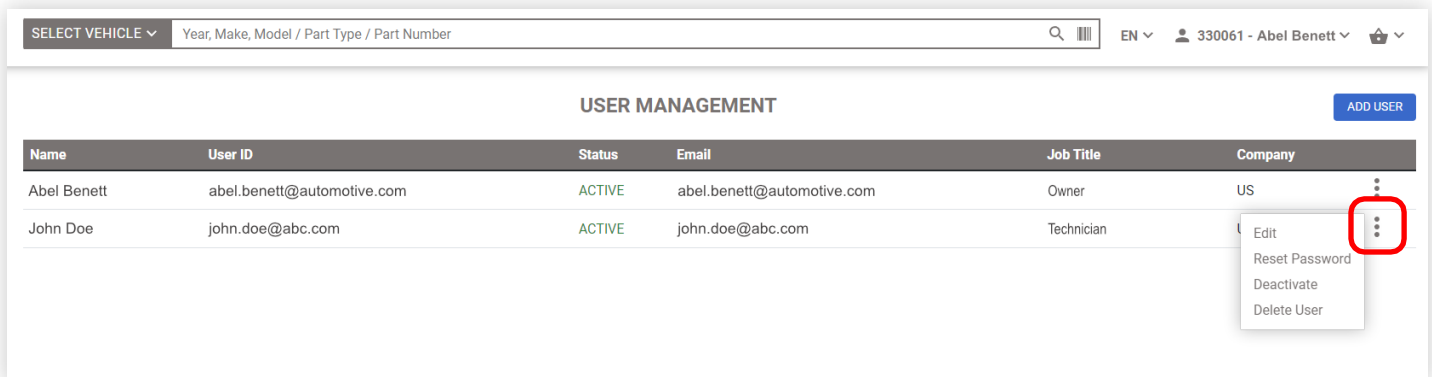

Editing, Deactivating, Deleting Users and Resetting Passwords

To make any changes to a user's account, click on the three dots next to the user you would like to make changes to and select the option.

- To edit a user's information (Name, Phone number, Permissions), select "Edit" and a screen will pop up to make changes to their account.

- To reset a user's password, select "**Reset Password**" and click "**Confirm**". The user will then receive an email with a link to reset their password.

- To deactivate a user, select "**Deactivate**" and click "**Confirm**". The user's account will no longer be active, and the account status will show as "**Disabled**". You can reactivate the account by clicking on the three dots and selecting "**Activate**".

- If a user has left, you have the option to remove the user from your account. Select "**Delete User**" and click "**Confirm**".

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