

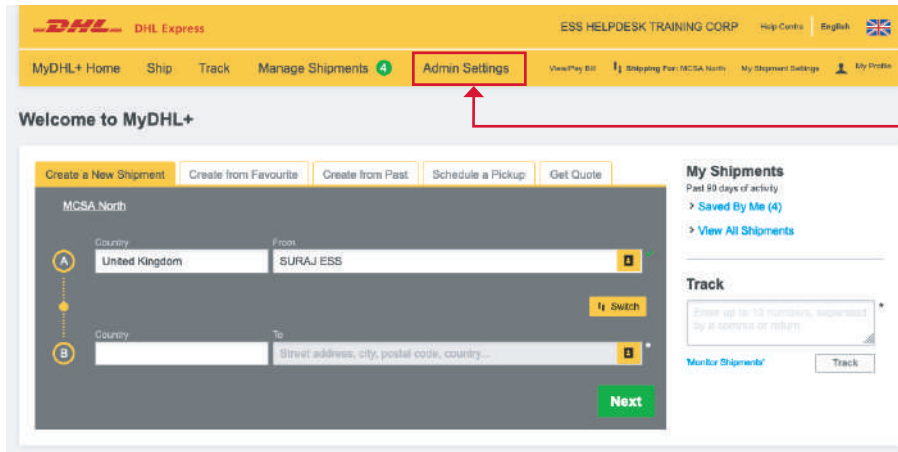
MyDHL+



ADDING PEOPLE TO YOUR MYDHL+ SYSTEM

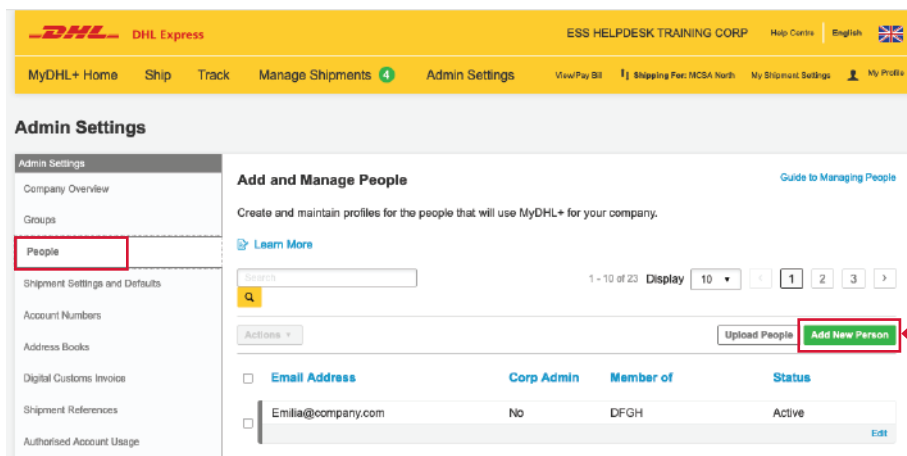


Prerequisite: Please ensure you have upgraded yourself to MyDHL+ corporate by clicking on **“My Profile” > “Enable Admin Controls”**



1.

Once you are logged into the system select **“Admin Settings”**
(If you don't see this option please follow the prerequisite steps above)



2.

Select **“People”** on the left hand side menu and then click on **“Add New Person”**

3 Adding People to your MyDHL+ System

Admin Settings

Patrick Smith

Contact Information

Title: Mr | First Name: Patrick | Last Name: Smith

Default Language: English

Phone Type: Mobil | Country Code: 44 | Phone: 7939 393884

SMS Enabled

MyDHL+ Access

Login Email Address: Patrick@exampleemail.com

Make this person a Corp Admin: **Yes**

Company Information

Company: Example Company

Country: United Kingdom

Address: 231 Brabazon Road

Address 2: | Address 3: |

Postal Code: TWS 8LV | City: Hounslow

Group and Role

Group: **Select One** | Group Admin: No

3.

Complete the mandatory fields and then press “Save”

Selecting “Yes” here will make this user a corporate administrator which will give the ability to administrate and make changes on the MyDHL+ System.

A user can be part of multiple shipping groups if you have it configured in your system. Otherwise you will only see one option in the list which the user can only be a part of. All users must be linked to a group

Create and maintain profiles for the people that will use MyDHL+ for your company.

[Learn More](#)

Email Address	Corp Admin	Member of	Status
patrick@exampleemail.com	Yes	Group 1	Pending Activation Edit

4.

You can now go back to the “People” section and see your user now created.

You can see the status will be pending activation as the user will need to activate their account by clicking on the link in the email that would have been sent by the system.

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