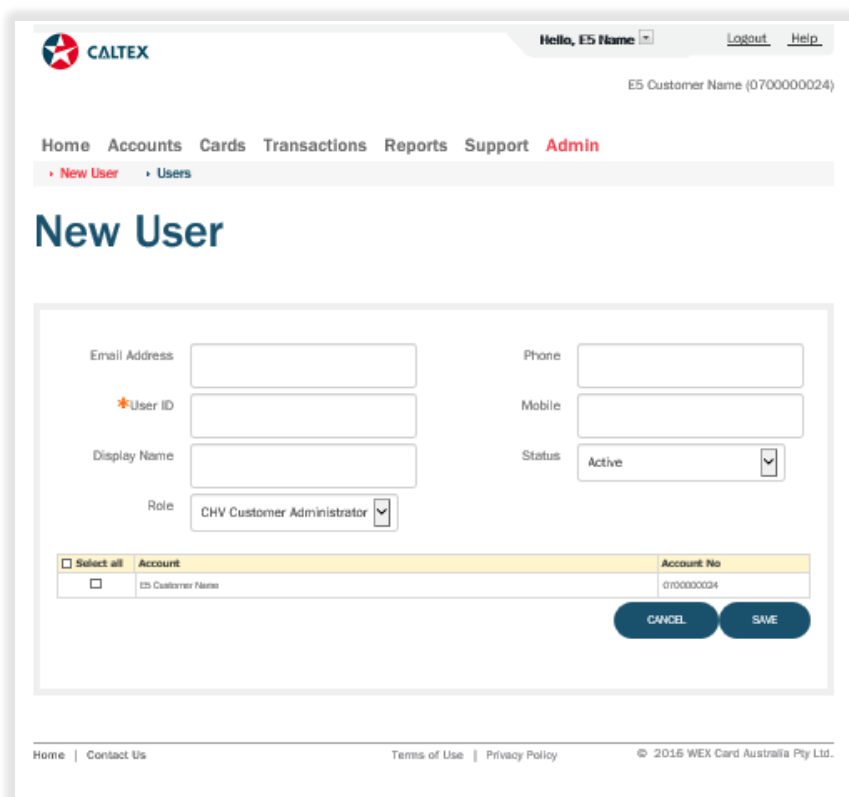


## Starcard Online Quick Reference

### Admin

With this access, Admin User can also create another StarCard Online Administrator or CHV Customer User or CHV Customer Read Only depending on the needed access rights.

#### Create new User



CALTEX Hello, E5 Name [v] Logout Help  
 E5 Customer Name (0700000024)

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[New User](#) [Users](#)

## New User

Email Address  Phone   
 \*User ID  Mobile   
 Display Name  Status   
 Role

<input type="checkbox"/> Select all	Account	Account No
<input type="checkbox"/>	E5 Customer Names	0700000024

CANCEL SAVE

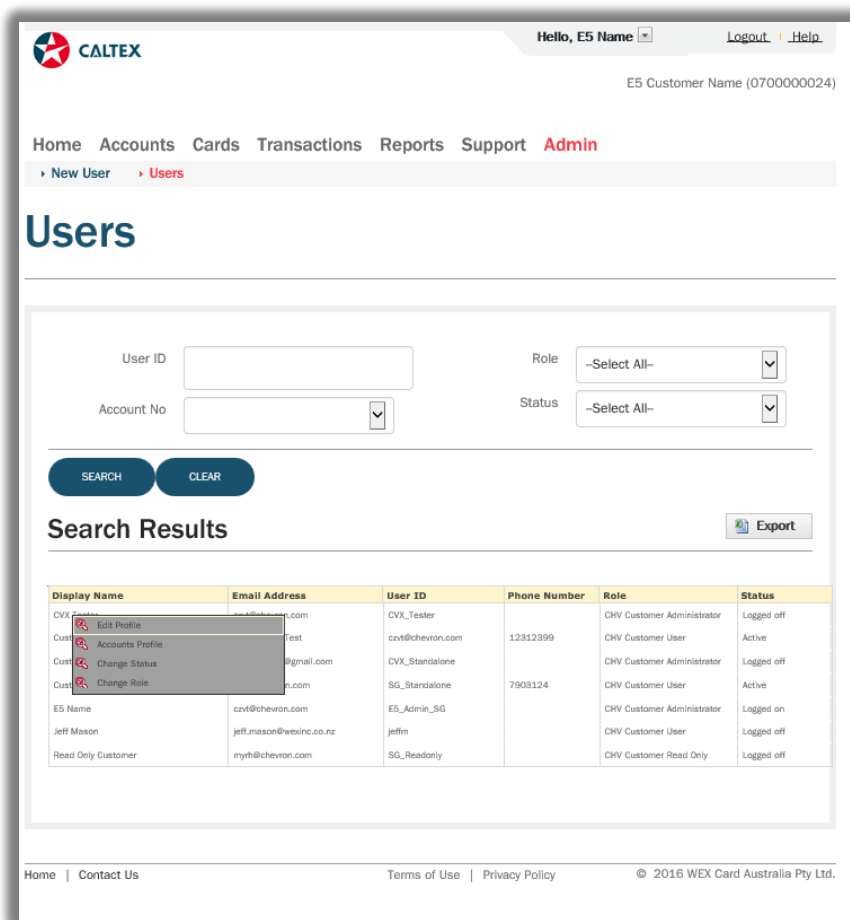
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1. Go to **Admin Menu > New User Sub-menu > New User Section**
2. Enter the new **User's information** (Name, User ID, email address etc.)
3. Select the **Role** of the new user on the "Role" field
4. Select the **Status** of the new user to Active.
5. Select the **Account/s** to be linked to the New User by ticking the radio button across it. Then click "**Save**" button. Admin must provide the newly created user ID to user.
6. New User needs to log in by entering the USER ID then click "**Forgotten Password link**". A system generated will be sent via email. After entering the new password, user will be prompted to change it.

## Starcard Online Quick Reference

### Users > Edit User Profile

View Account Profile, Edit Profile, Change User Status and Change User Role.



HELLO, E5 Name | Logout | Help

E5 Customer Name (0700000024)

Home Accounts Cards Transactions Reports Support **Admin**

New User Users

## Users

User ID  Role

Account No  Status

SEARCH CLEAR

### Search Results

Export

Display Name	Email Address	User ID	Phone Number	Role	Status
CVX [Edit Profile]	cvx@chevron.com	CVX_Tester		CHV Customer Administrator	Logged off
Cust [Account Profile]	test@chevron.com	cvv6@chevron.com	12312399	CHV Customer User	Active
Cust [Change Status]	test@gmail.com	CVX_Standalone		CHV Customer Administrator	Logged off
Cust [Change Role]	test@chevron.com	SG_Standalone	7908124	CHV Customer User	Active
E5 Name	cvv6@chevron.com	E5_Admin_SG		CHV Customer Administrator	Logged on
Jeff Mason	jeff.mason@wesinc.co.nz	jeffm		CHV Customer User	Logged off
Read Only Customer	myth@chevron.com	SG_Readonly		CHV Customer Read Only	Logged off

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1. From **Admin Menu > Users**, search the Starcard Online Users then click the line item to be updated.
2. Select from the Menu: **Account Profile, Edit Profile, Change User Status and Change User Role**. (screen will be routed to the chosen screen).
3. Make the necessary changes on the User Information. Click the **“Save”** button

**\*\*If the account to be linked to the user is not on the list, Customer needs to contact CSC to add the Account to their StarCard Online access**