



How to Add Additional Products to your existing DocumentMall Account

August 19, 2011

© Copyright 2011

All other trademarks are property of their respective owners.

The contents of this User's Guide are subject to change without notice.

Visit www.documentmall.com/user for the latest version of this documentation.

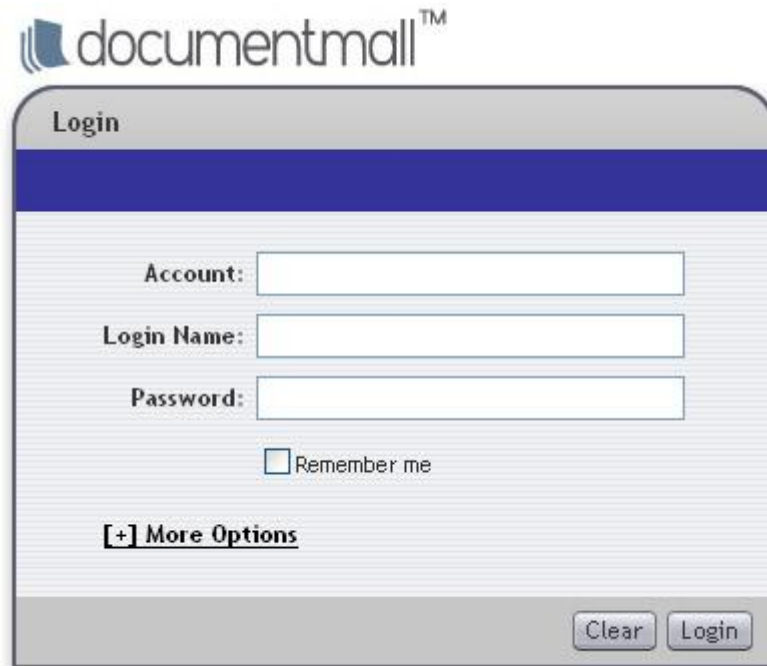
How to Add Additional Products to Your Existing Account

There may come a time when you need to add additional products to your existing DocumentMall account. Adding more storage and users, or taking advantage of Professional Services to help maximize your DocumentMall account, are several examples of products that you might add.

This document illustrates and describes the required steps that you can follow to add products to DocumentMall.

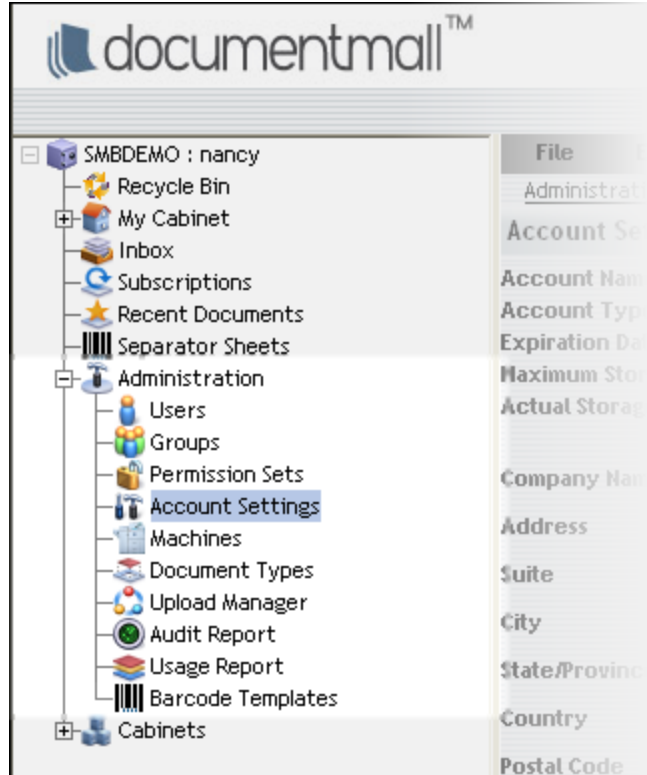
Step 1: Login to DocumentMall

- Only a user with Administrator login credentials can add products to an account.



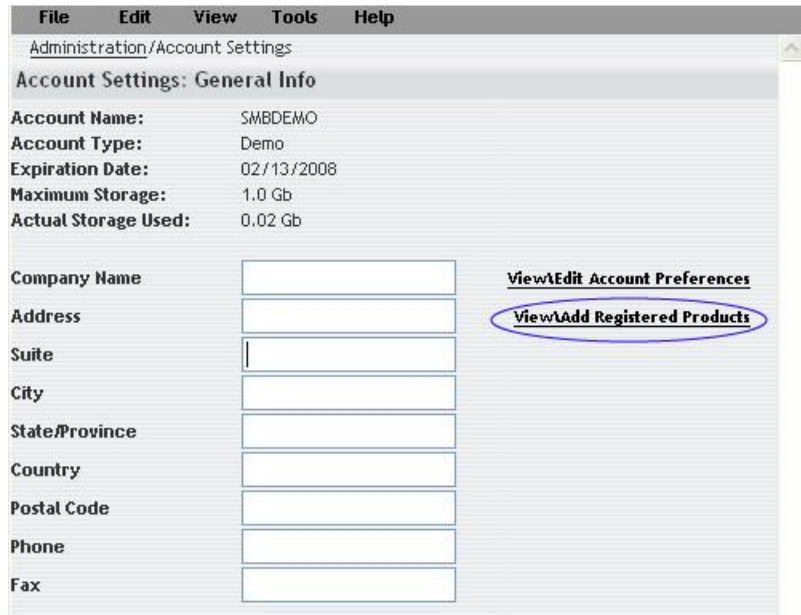
The screenshot shows the DocumentMall login interface. At the top is the DocumentMall logo. Below it is a window titled "Login" with a blue header bar. The form contains three input fields: "Account:", "Login Name:", and "Password:". Below the "Password:" field is a checkbox labeled "Remember me". At the bottom left of the form is a link labeled "[+] More Options". At the bottom right are two buttons: "Clear" and "Login".

Step 2: From the Directory Tree, click **Administration** then click **Account Settings**



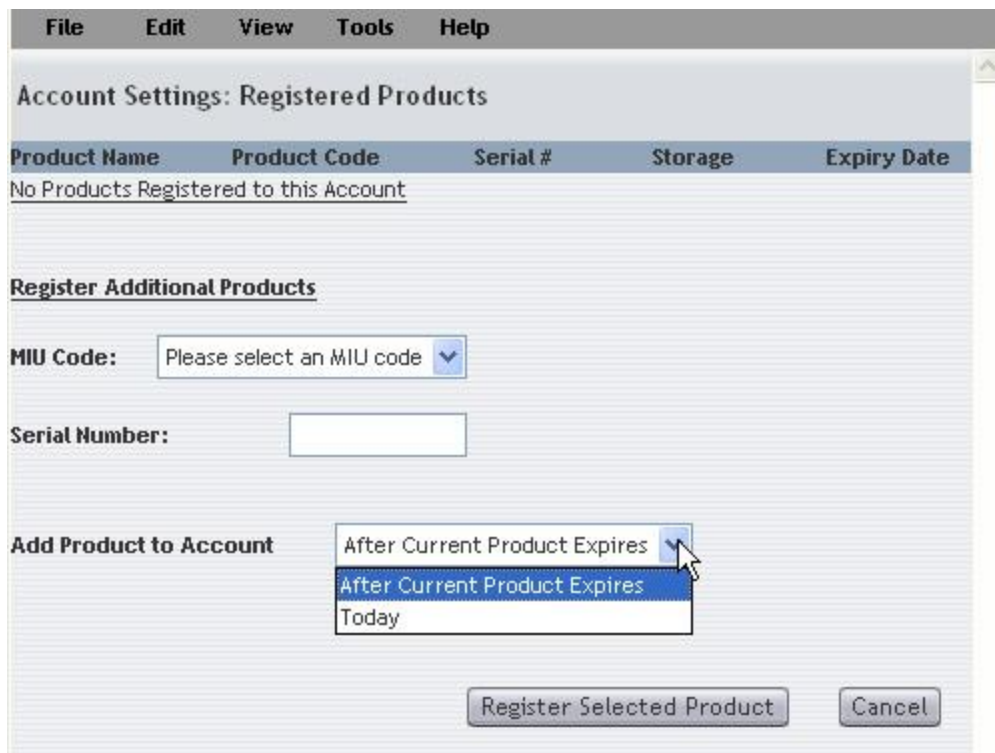
Step 3: The Account Settings page displays information entered on the registration page.

Click on the **View/Add Registered Products** link to add new products and options.



Step 4:

- ▶ Select the MIU from the drop-down list that corresponds with the MIU code found on the DocumentMall resource CD for the additional product/options
- ▶ Enter the serial number displayed on the DocumentMall resource CD
- ▶ Indicate when you want the product/option activated by selecting the appropriate option from the drop-down list
- ▶ Click **Register Selected Product** to complete the process. The page updates and displays new products added to the account.



Important

Add Product Today - adds more storage to your existing service

Add Product After Previous Package Expires - renews or extends your existing service