**NAB CONNECT – DESKTOP**

HOW TO ADD AN ACCOUNT

A step-by-step guide showing how a Security Officer+ User can link accounts to a service or a user, and add new accounts to NAB Connect.

1. Click 'Admin' in the menu.
2. Click ‘Accounts'.
3. Select an account and click 'Assign users' or 'Assign services'.
4. Choose the users and services you need and click 'Save'.
5. You can only 'Assign services' to accounts with a relationship type of 'First Party' or 'Related Entity'.
6. If you have Dual Administration switched on, a second Security Officer will need to approve the request before it can be processed.

**The account access has been changed.**

1. To assign services to accounts that have a relationship type of 'Third Party' or to add an existing account that hasn’t been linked, here click 'Add an account not in this list'.
2. Complete the form and make sure the details are correct.
3. Click 'Add account' and complete the required fields to add a new account or assign an existing 'Third Party' account to services.
4. Follow the prompts through to 'Print request' to be signed and sent to us for processing.

**You'll be notified when the new account has been added.**