# NAB CONNECT – DESKTOP

HOW TO CREATE A NEW AUTHORISING USER

A step-by-step guide for Security Officer+ Users, showing how to create a new Authorising User in NAB Connect.

1. Click ‘Admin’ In the menu.
2. Click ‘Users & permissions’.
3. Click ‘Create user’.
4. Complete the (\*) mandatory fields.
5. Click the ‘Type’ drop-down field and select the type of user to create.
6. Complete the ‘Verification’ section:
   1. with the user’s existing NAB personal account or credit card, or
   2. with their date of birth and location address (if they've completed a 100-point check at a NAB branch).
7. Click ‘Next’.
8. Complete the ‘Authorising permissions’ section. You’ll need to select an ‘Authorisation class’ and any appropriate payment limit permission.
9. Deselect the checkboxes for any ‘Services’ the user doesn't need.
10. To customise the ‘Resources’ section, click ‘Accounts’, ‘DE User IDs’ or ‘Mailboxes’ and deselect any resources the user doesn't need to access.
11. Click the ‘Create user’ button.
12. A confirmation message will appear. NAB will verify that the 100-point ID check is complete before issuing a security token.
13. If you have Dual Administration switched on, a second Security Officer will need to approve the request before it can be processed.

**The new user request has now been submitted.**