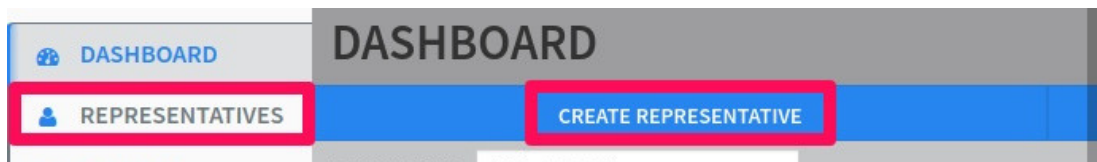


How to Create Representatives

Step 1: Log into your Shelfit account at dashboard.shelfit.com.

Step 2: Either click on the **Representatives** tab on the left side of the screen, or the **Create Representative** tab in the center of the screen.



- If you click the **Representatives** tab, you must then click on the **Create Representative** tab on the right.



Step 3: Enter your representative's full name, email and territory, and select the correct partner.

NEW REPRESENTATIVE

Full name:	<input type="text" value="First name"/>	<input type="text" value="Last name"/>
Email:	<input type="text" value="Email"/>	
Partners:	<input type="text" value="Select Partner"/>	
Territories:	<input type="text" value="Territory"/>	

Step 4: Click the **Create Representative** button. An email will be sent to the representative with access instructions.

