



Sales: Log-In as Client & Add New User

Here, we list the steps for the sales rep to log into AeroTrac Connect using their network credentials, select their client, log into AeroTrac Connect as the client, then add a new user account for that client:

1. Log into Aeronet.com using your normal Aeronet network credentials.
2. Select the client.
3. Click on Administrator.
4. Click on Maintain logins.
5. Build the client profile by creating the username, and entering the phone number and email address.
6. Then, select the shipping privileges you want to authorize the user to have (the ability to upload documents, print a bill of lading, create new LTL orders, etc.).
7. You can set up the default service level and order type - OR- if the client is going to ship via multiple services, you can just leave it blank.
8. Enter the name, phone number, and email address that should be used for order confirmation.
9. You can also add the commodity description and any notes. Just keep in mind to only do that if it will apply to all orders, as that will show every single time the client creates a new shipment.
10. For shipping notifications, enter any additional email addresses that are to receive notifications.
11. Continue selecting any shipping preferences and reporting profile that will be enabled for this user.
12. If the client will be inventorying goods with Aeronet, then select the WMS profile section.
13. Once all these steps are completed, double-check the entries. If all looks correct, click 'Add.'
14. The new user and password information will be sent directly to the client. You will not have access to their password - this is only shared with them.