

Welcome

Welcome Customer Administrator. This manual will show you how to add a user to your account with Colorado Interactive. This information is also available on our Registered Services site. All account management is done through our Customer Database. (CDB)

Access Registered Services Page:

<http://www.colorado.gov/registration/>

Log into Customer Data Base (CDB):

<https://cmbs-admin.soltn.cdc.nicusa.com/co/cust-admin/login.html>

CUSTOMER SUPPORT

Phone

303-534-3468

Toll free: 800-970-3468

(Available Monday – Friday, 8:00 am – 5:00 pm)

Email

support@www.colorado.gov

Mail

Colorado Interactive

600 17th Street, Suite 2150 South

Denver, CO 80202

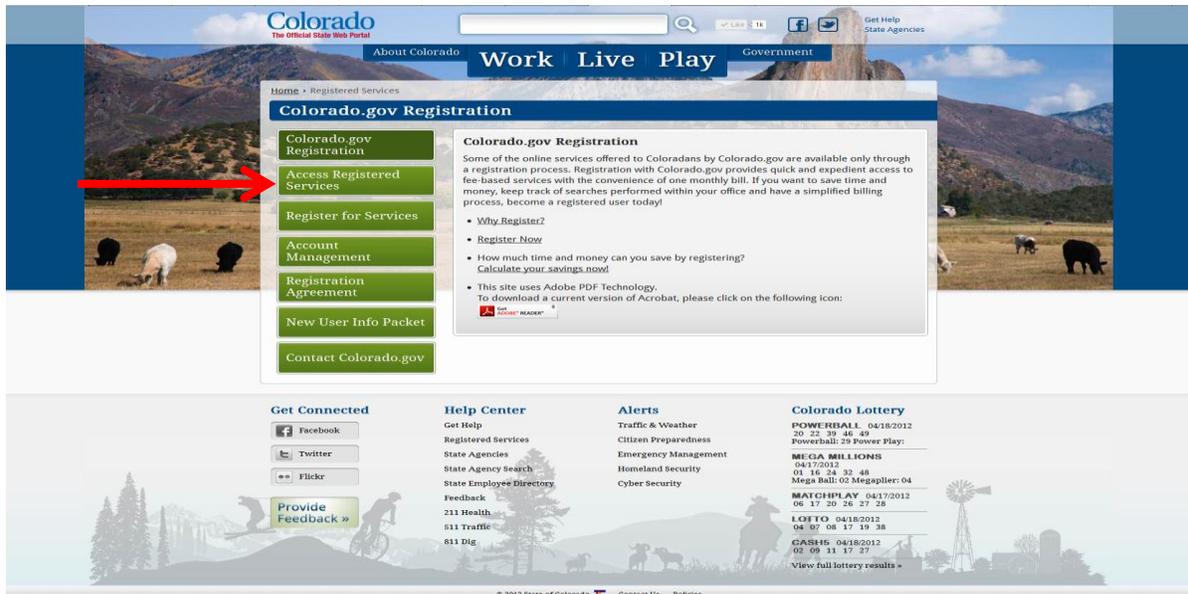
Adding a User

This function allows the Customer Administrator to add a new user at anytime. The Customer Admin will issue a username and password to the new user. At that point the Customer Administrator will fax the activation form Colorado Interactive to activate that user.

1.1.1 Colorado.gov Homepage-Access the Registered Services page



1.1.2 Registered Services Page-Access Account Management page



1.1.3 Registered Services Page-Access Customer Data Base (CDB)

The screenshot displays the Colorado.gov website's 'Account Management' page. The page features a blue header with the Colorado logo and navigation links. A left sidebar contains several green buttons: 'Colorado.gov Registration', 'Services', 'Register for Services', 'Account Management', 'Registration Agreement', 'New User Info Packet', and 'Contact Colorado.gov'. A red arrow points to the 'Services' button. The main content area is titled 'Account Management' and lists various resources for managing a registration account, including links for 'Customer Data Base (CDB) - Login required', 'Customer Administrator User Guide', 'Billing Options', 'Add a User', 'Account Terms and Conditions', 'Change a User Password', 'User Activation Notice', 'Deactivate a User', 'Gambling Intercept User Activation Form', 'Change General Information', and 'Change Billing Information'. A note at the bottom states: '*If a Customer Administrator's password is lost or forgotten, they must contact Colorado Interactive.'

1.1.4 Log into CDB (Customer Data Base)-Enter username and password



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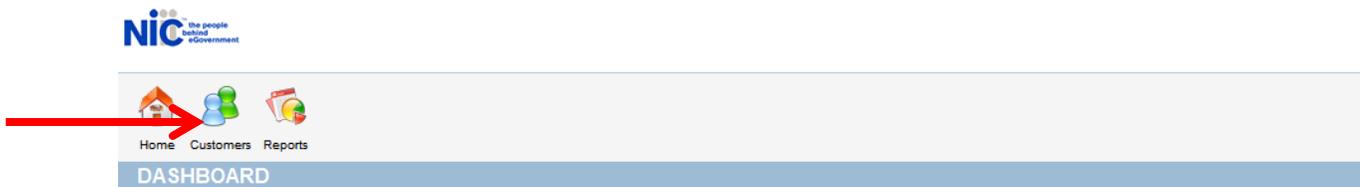
Login to Your CDB Account

Login:

Password:

[Forgot my password](#)

1.1.5 Select Customer



1.1.6 Select Users

CUSTOMER SUMMARY
Home > Customers > Customer Summary

Customer Information

Customer Name:	ABC Company	Customer Number:	100361
Contact Name:	Smith John	Phone:	123-456-
Contact Email:	johnsmith@abccompany.com	Secondary Phone:	
Status Code:	Active	Fax:	
Date Activated:	08/27/2009	Customer Address:	123 Main Denver, C USA
NIC Customer;		Secondary NAICS Code:	
Status Changed;	08/27/2009		
Primary NAICS Code:			

Aging Information

Balance	0-30 Days	31-60 Days	61-90 Days

Address Information

Address 1:	123 Main St
Address 2:	
City:	Denver
State/Province:	Colorado
Postal Code:	80202
Country:	USA

Phone Information

Phone:	123-456-7890
Secondary Phone:	
Fax:	
Mobile:	

1.1.7 Select Add User

USERS
Home > Customers > Customer Summary > Users

Customer Information

Customer Name:	ABC Company	Customer Number:	100361
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Total records: 2 page 1 of 1

Login	Name	Login Type	Email	Phone	Status	
jdoe	Jane Doe	User			Inactive	<input type="button" value="New Password"/>
jsmith	John Smith	Customer Admin	johnsmith@abccompany.com		Active	<input type="button" value="New Password"/>

First | Previous | Next | Last

1.1.8 User Details

Please fill in user information and choose Submit.

The screenshot shows the 'ADD USER' form in the Customer Administrator Account Management system. The form is divided into several sections:

- Customer Information:** Customer Name: ABC Company, Customer Number: 100361
- Add User:**
 - ID: [Field]
 - Login: * [Field] (Login should be at least 4 alphanumeric characters.)
 - Password: * [Field] (Password should be at least 5 alphanumeric characters. Current strength requires at least one letter be upper case and one lower case.) [Generate]
 - First Name: [Field]
 - Last Name: [Field]
 - Email: [Field]
 - Status: * Active [Dropdown]
- Address Information:** (Optional, but fields with * are required)
 - Address 1: * [Field]
 - Address 2: [Field]
 - City: * [Field]
 - State/Province: * Colorado [Dropdown]
 - Postal Code: * [Field]
 - Country: USA [Dropdown]
- Phone Information:** (Optional, but fields with * are required)
 - Main: * [Field]
 - Secondary Phone: [Field]
 - Fax: [Field]
 - Mobile: [Field]
 - Pager: [Field]
 - Alternate Number 1: [Field] Description: [Field]
 - Alternate Number 2: [Field] Description: [Field]

A red arrow points to the **Submit** button at the bottom right of the form.