

Managing Users

For Administrators

Los Angeles Pier 400 APM Terminal

Create a New User

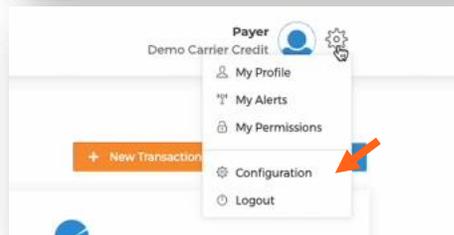
Log in to PayCargo.

<https://app.paycargo.com/>

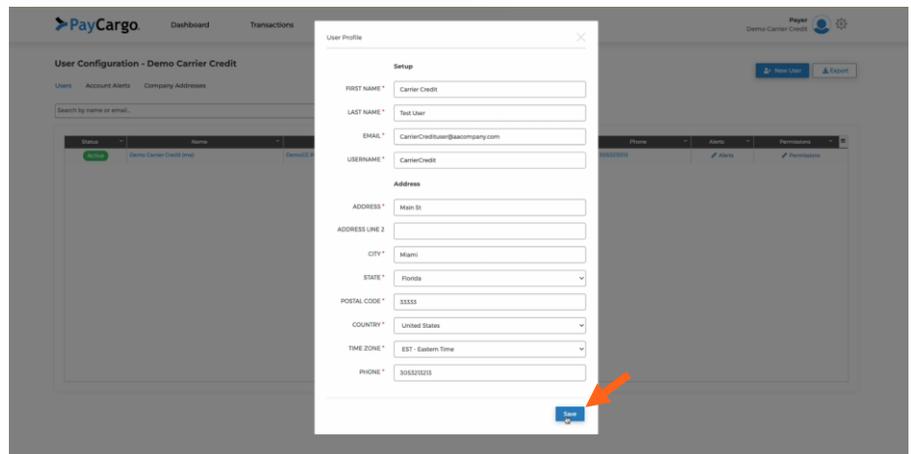


After logging in, from the dashboard, select the **Gear icon** at the top right.

Click on **Configuration**.

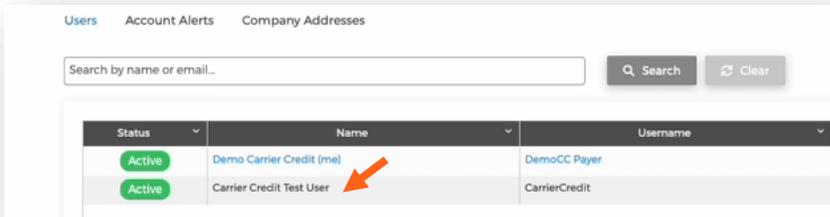


On the popup window enter the **User Information** and select **Save**.



To Manage a User Account

Navigate to the Configuration page by the Gear icon at the top right. Then **select the User Name**



At the bottom of the User Window, you may **set permissions, alerts, or deactivate the User**.

