


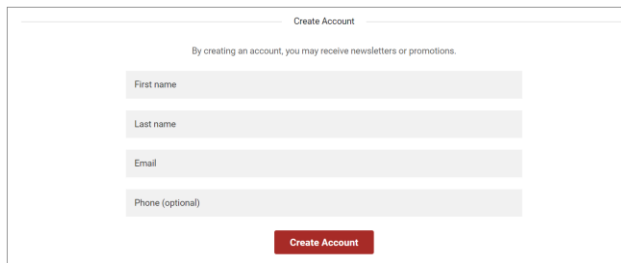


Open the <https://www.admins.com> website in an internet browser (Chrome, Edge, Firefox, etc.).

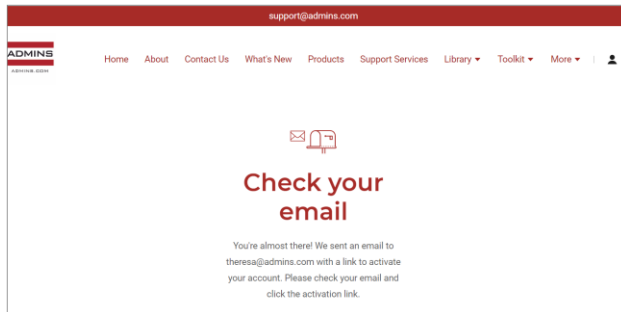
Click on the  icon in the upper right corner of the screen. Select Create Account.



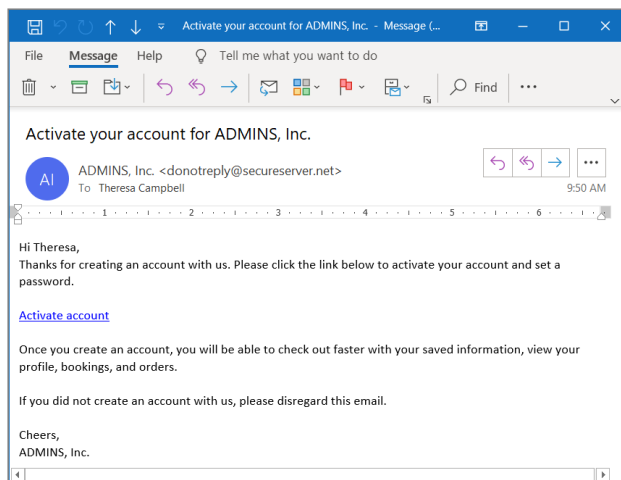
Fill in all the fields as shown; please include the phone number so that support may reach out if needed. Click on Create Account.



A screen will be displayed with instructions to check your email with a link to activate the account:



The email will look like this:





Click on the link or copy the link and paste it into the browser window; set a password (minimum length of eight characters:)

support@admins.com

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Set Password

You're signing in for the first time as theresa@admins.com, so you need to set a password.

Password

Confirm password

Set Password

A confirmation page will be displayed.

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Hello Theresa

Account

Account Created, Congrats!

Theresa Campbell

Email
theresa@admins.com

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Application Development Finance Human Resources Revenue Financial Modules Human Resources Module
Tax & Revenue Collection

Select Library → Videos to choose from the available quick start videos.

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Quick Start Videos for AUC

Select from the videos below. New users may want to work from the top, in order, to get acquainted with the features of the system.

1. Login to AUC (~8 minutes) (mp4)	Download
2. AP/PO Dashboard (~3 minutes) (mp4)	Download
3. AP & PO Queries (~4 minutes) (mp4)	Download
4. Ledger Queries - Trx History (~3 minutes) (mp4)	Download
5. AP & PO Reports (~3 minutes) (mp4)	Download
6. GL Reports (~6:27) (mp4)	Download
7. I forgot to print my reports...(~3 minutes) (mp4)	Download