



# WordPress Access Help

*(Note: the web is a confusing place, don't hesitate to ask if you are unsure of what login info we are referring to)*

1. Login to your Wordpress website backend
2. Click "Users" on the left-hand tab
3. Click "Add New" on the left hand tab
4. Add the following information for us to become a new user:
  - a. Username: [V2Local]
  - b. Email: [accounts@v2local.com]
  - c. First Name: [V2]
  - d. Last Name: [Local]
  - e. Website: Can be left blank
  - f. Role: Administrator
    - i. This is ideal for us so that we can always perform the full-width of our responsibilities without putting additional tasks on your team. We will never make any changes to billing or other important info without prior written approval from you.
  - g. Send User Notification: Please ensure this is checked so we receive an email
5. Click "Add"
6. Please let us know when you have completed that
7. We will complete the process from our end and confirm with you that it is all set up properly!