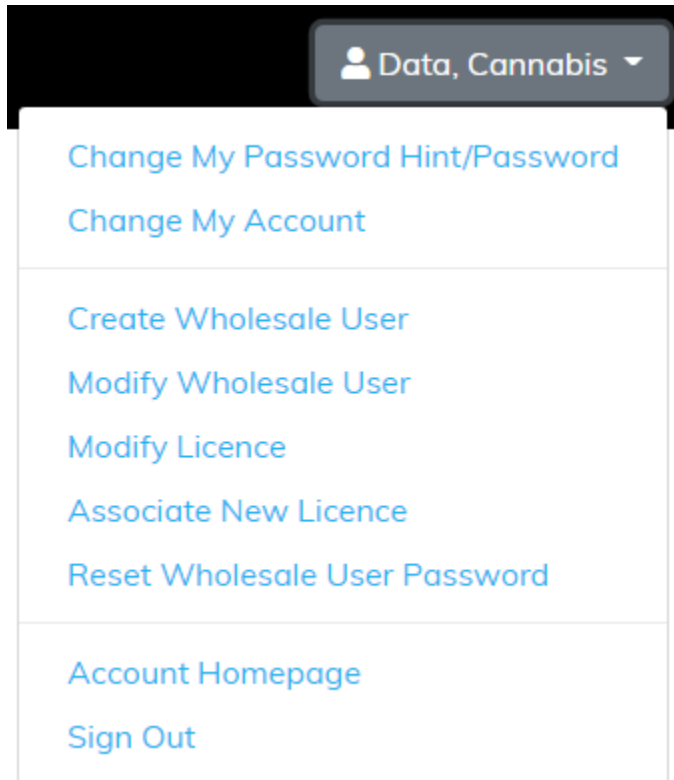


Creating a New User in IAM

1. Log into IAM using an account set up as administrator for your license:
<https://identity.bclddb.com/iam/im/bclddb-ext/>
2. Click the name in the upper right corner to show the drop down menu. Choose “Create Wholesale User” in this menu.



3. Fill out the User, Contact, and Mailing Information for the new user. Fields with a red dot are required. Ensure the “Account Enabled” checkbox under the name section remains checked.
4. Under License Management, select the check boxes for the licenses you would like to grant the new account. You can only grant licenses to others that you have Admin rights over. In order for the new account view data files, the license must be granted on the left-hand list. In order for the new account to be able to grant other users access to the license, the license must be enabled in the right-hand list.

License Management

Licences

LNY10001

Admin Licences

LNY10001

5. **Leave the Security Questions section blank** – new users will enter these themselves when confirming account setup.

6. Click the "SUBMIT" button at the bottom of the page.
7. The new user should get an email with a link they will need to click to confirm their account and set up a password and security questions.
8. The new user should then be able to sign in at <https://filetransfer.bcladb.com/login> to view data files.