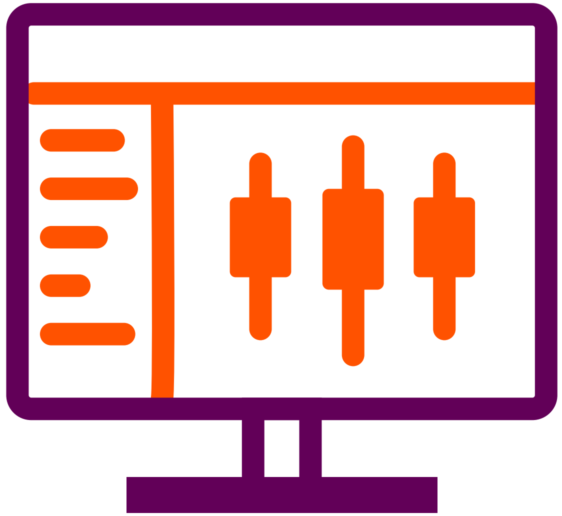
For advisers

Our new platform

nucleus platform

How to create a non-adviser user



2 minute read

How to create a non-adviser user

How to use this document

Important information will look like this.

Key messages

Key messages will look like this.

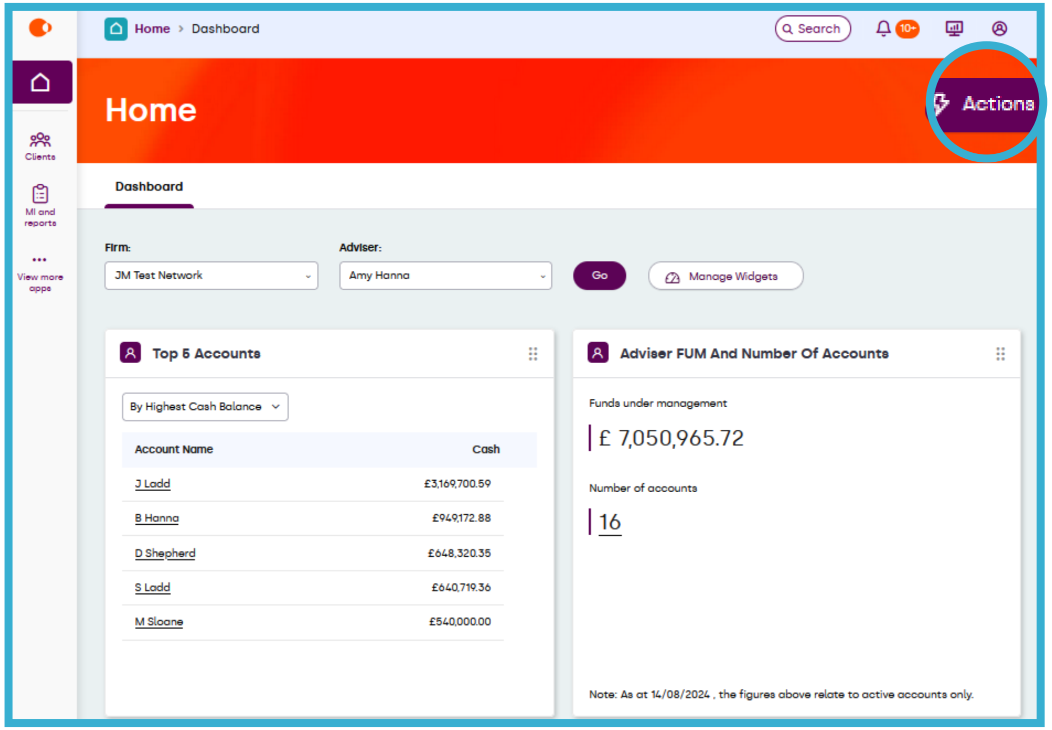
Useful info will look like this.

We recommend using the zoom function to view the details on the platform screens in this guide.

How to create a non-adviser user

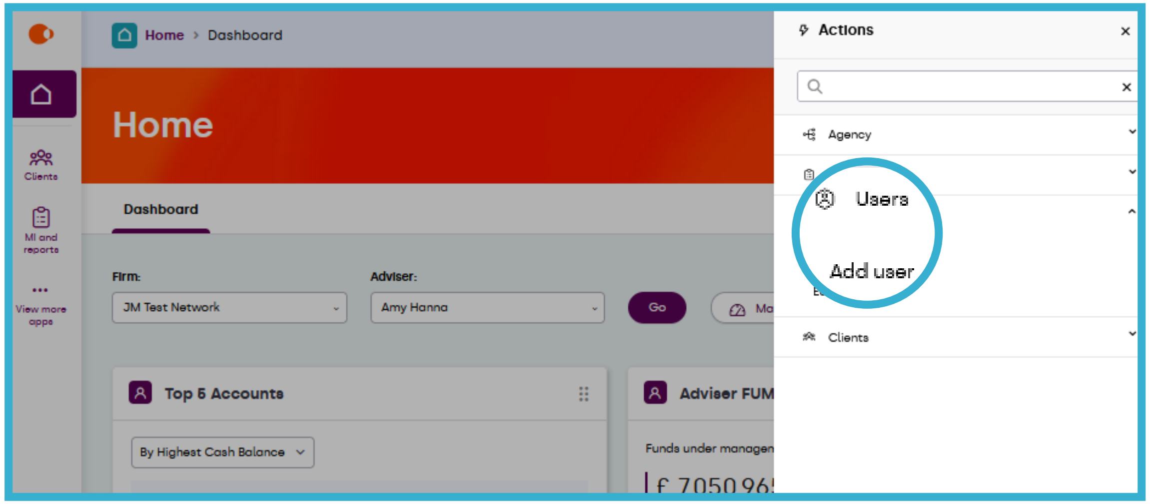
Please note non-adviser users can only be created by users with a “master user” or “user maintenance” role, therefore you would need to be one of these to perform this action. If your firm doesn’t have one of these roles, please contact us.

To start creating the non-adviser user, select the ‘**Actions**’ button on the home page.

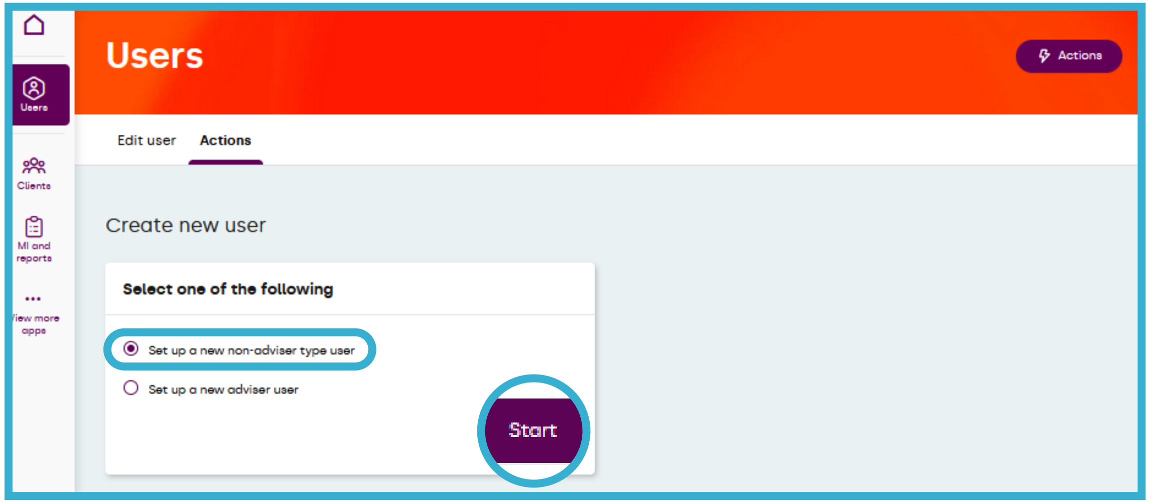


A list of actions will appear.

To create a new user, select ‘**Users**’ and then select ‘**Add user**’.

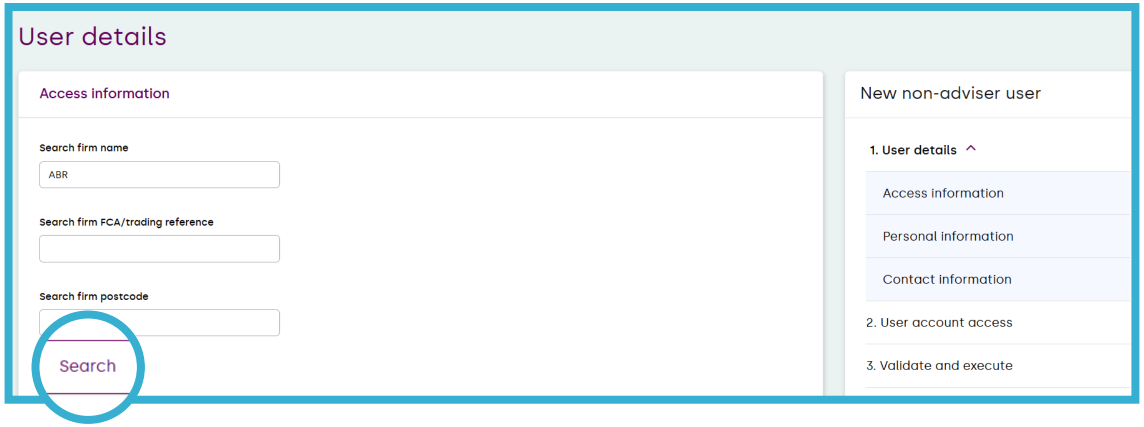


Select ‘**Set up a new non-adviser type user**’, then select ‘**Start**’.

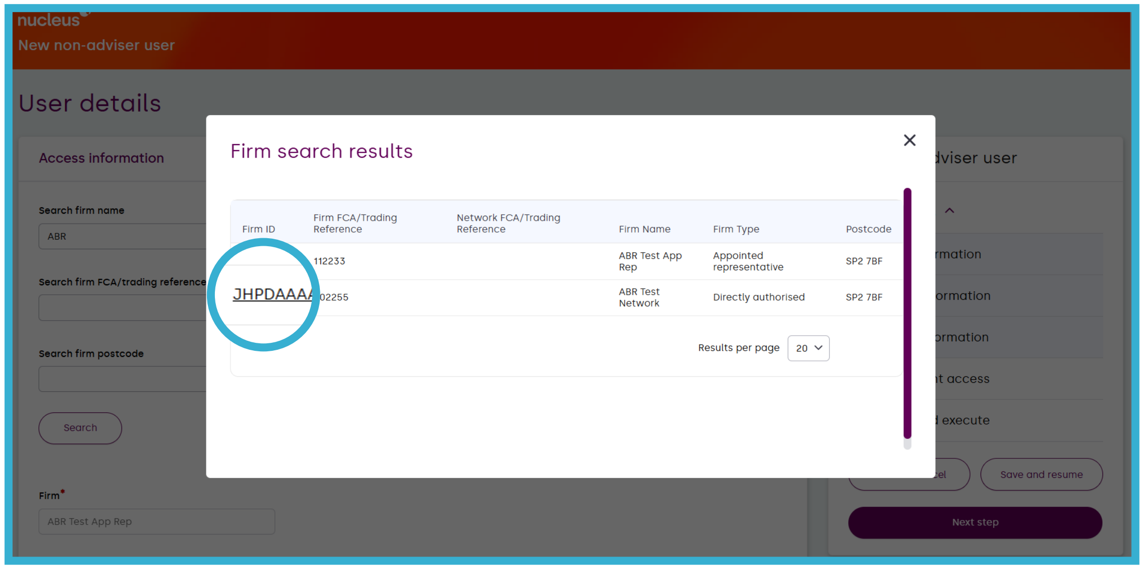


User details

Enter the adviser firm's details into the relevant search bar, then select '**Search**'. You can search by firm name, FCA/trading reference or postcode.



Select the adviser firm from the search results by selecting the '**Firm ID**'.



The firm details will automatically populate.

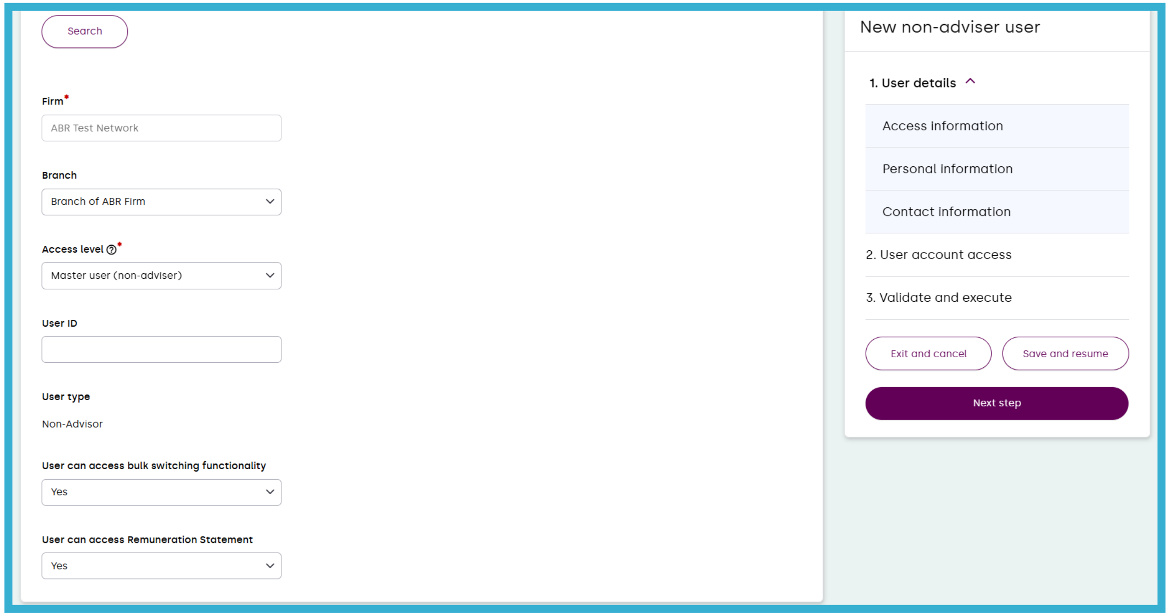
Once you've selected your network, if different branches are available you'll now have the option to select a branch.

Select the access level for the non-adviser user from the drop-down list.

Confirm if the user will have access to bulk switching.

Selecting 'yes' can override firm level permissions. If the firm or branch permissions don't allow bulk switches this adviser user will have the ability to complete bulk switches.

Confirm if the user will have access to adviser remuneration statements and reports.



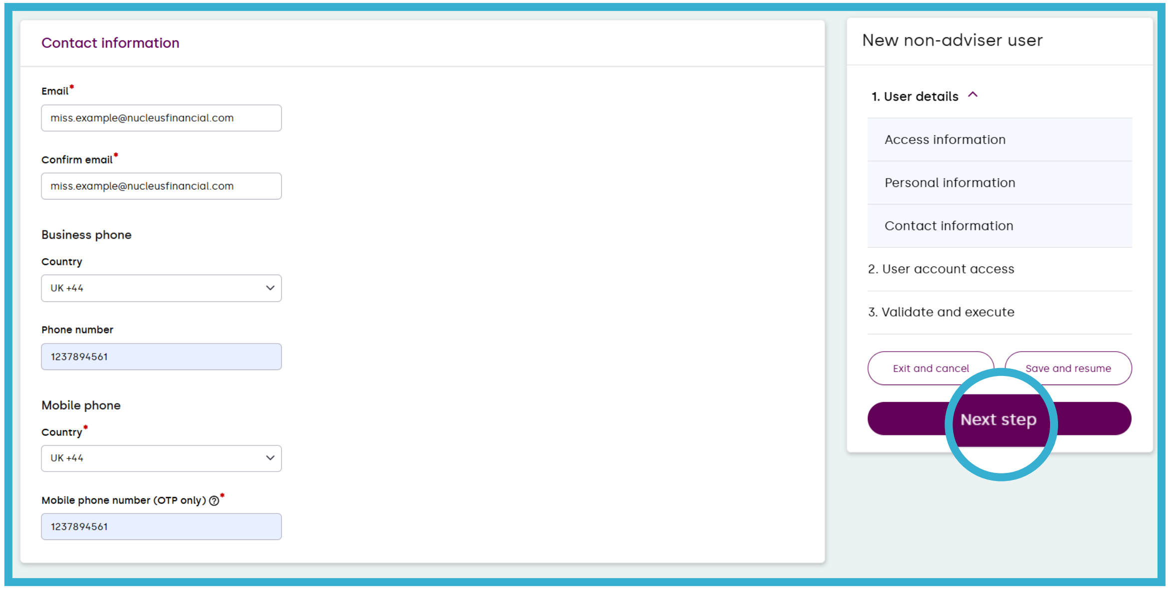
Enter the non-adviser user's personal and contact information.

Key information

The email address used must not be linked to another user.

A mobile phone number will be required for one time password (OTP) verification.

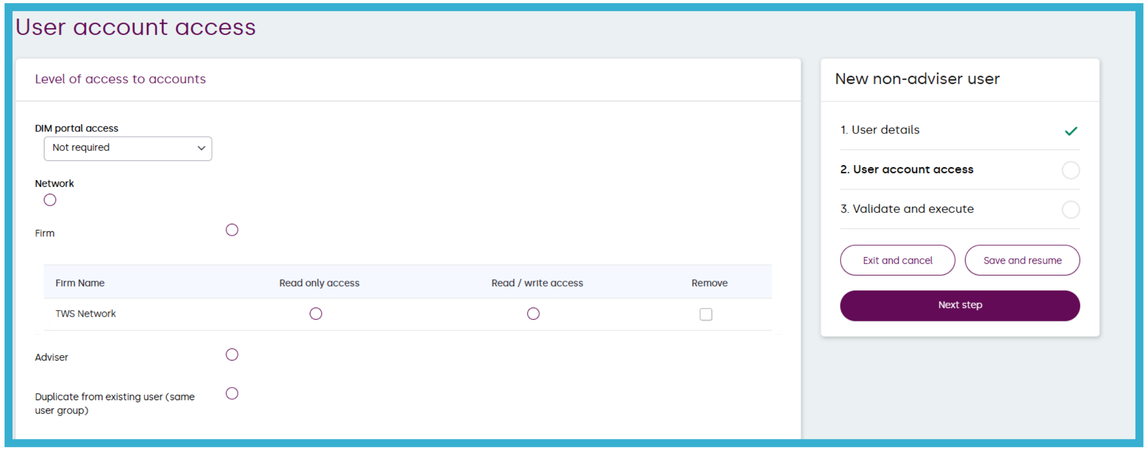
Once you're happy with your user's details, select '**Next Step**'.



User account access

Confirm if DIM Portal access is required for the user.

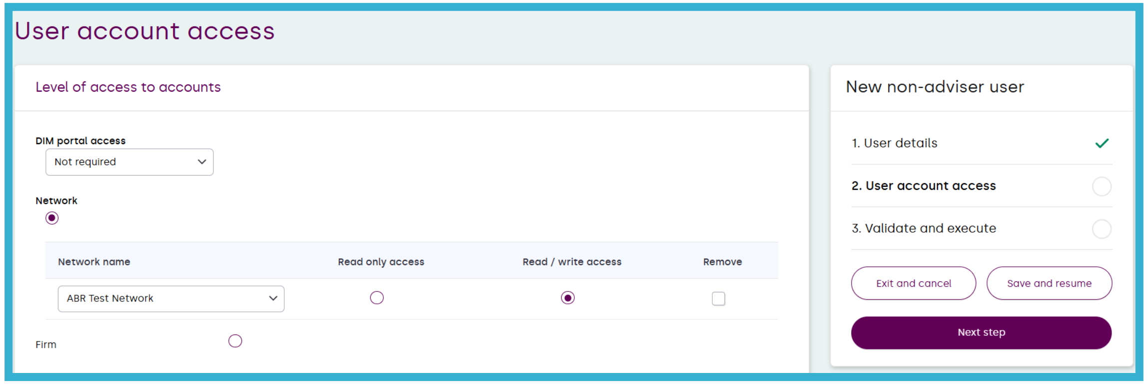
The access level selected will determine the clients the user will be able to view.



Network level access

Confirm the non-adviser user's access level.

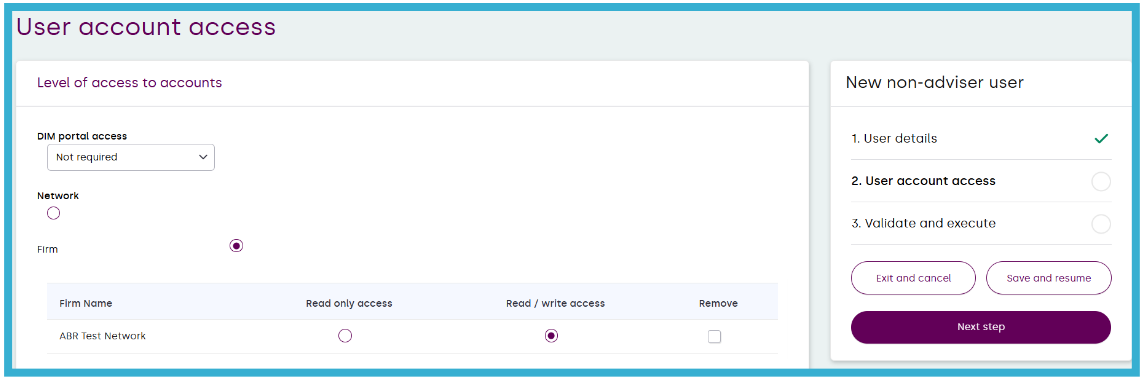
A non-adviser user with read-only access won't be able to submit any changes, applications or transactions to client accounts.



Firm level access

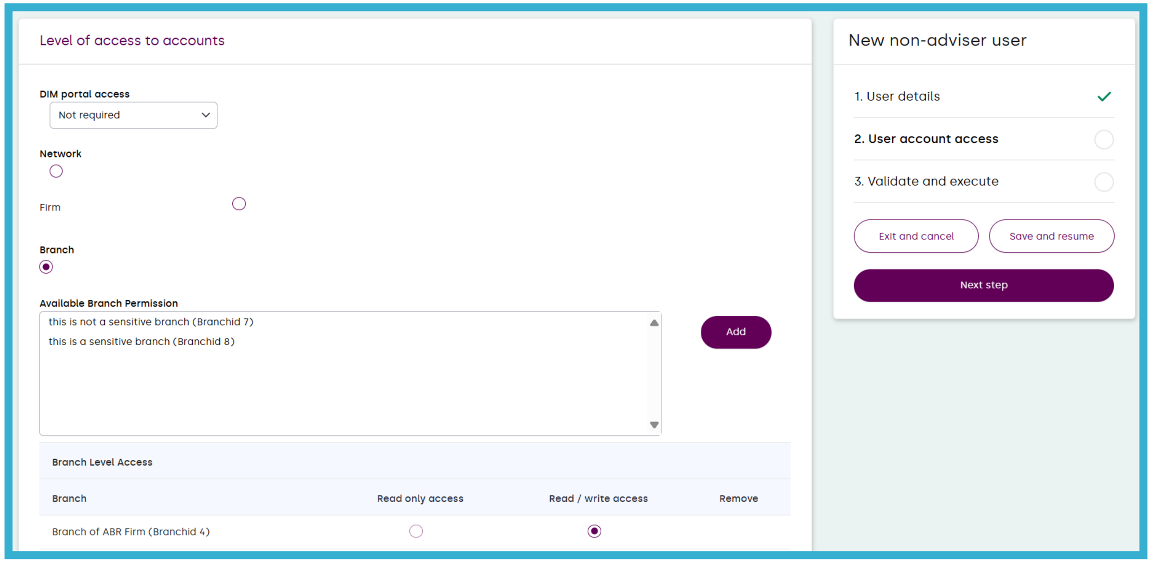
Confirm the non-adviser user's access level.

> A non-adviser user with read-only access won't be able to submit any changes, applications or transactions to client accounts.



Branch level access

Confirm the non-adviser user's access at branch level, if applicable.



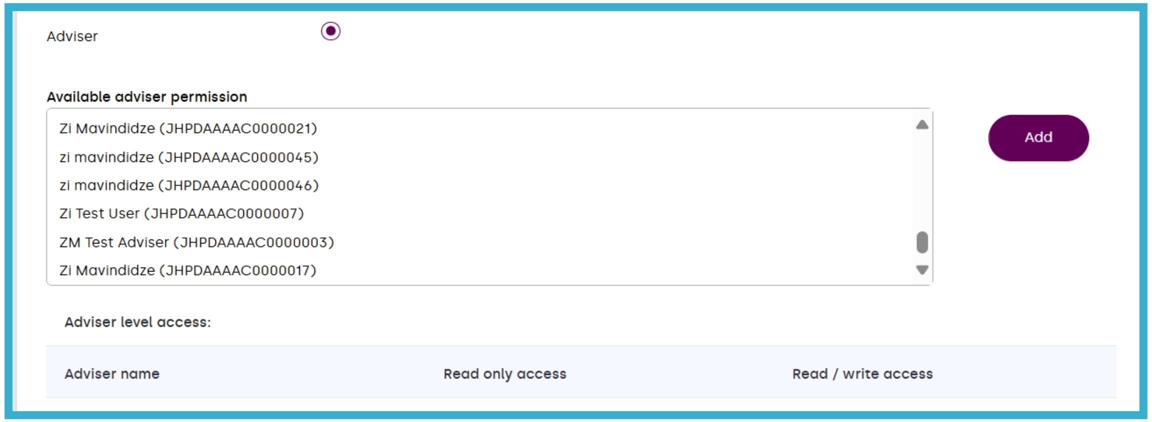
Adviser level access

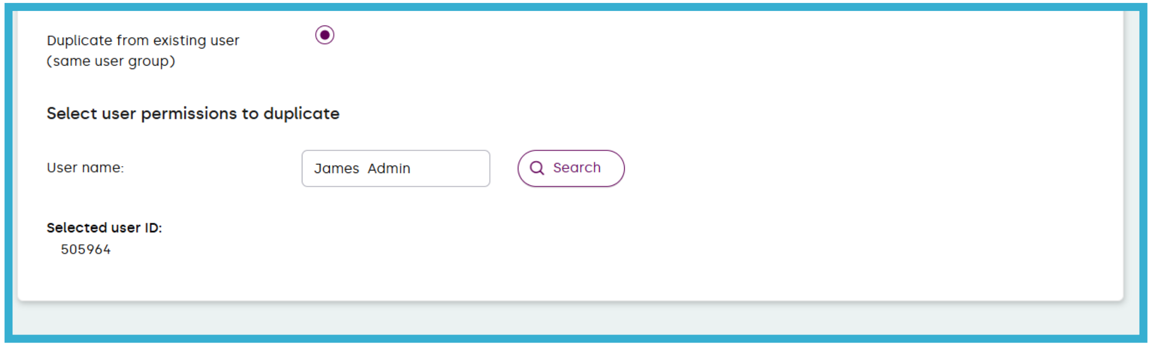
Select the user the permissions should reflect.

A non-adviser user with read-only access won't be able to submit any changes, applications or transactions to client accounts.

You can choose to duplicate settings from an existing user by searching the user you wish to duplicate.

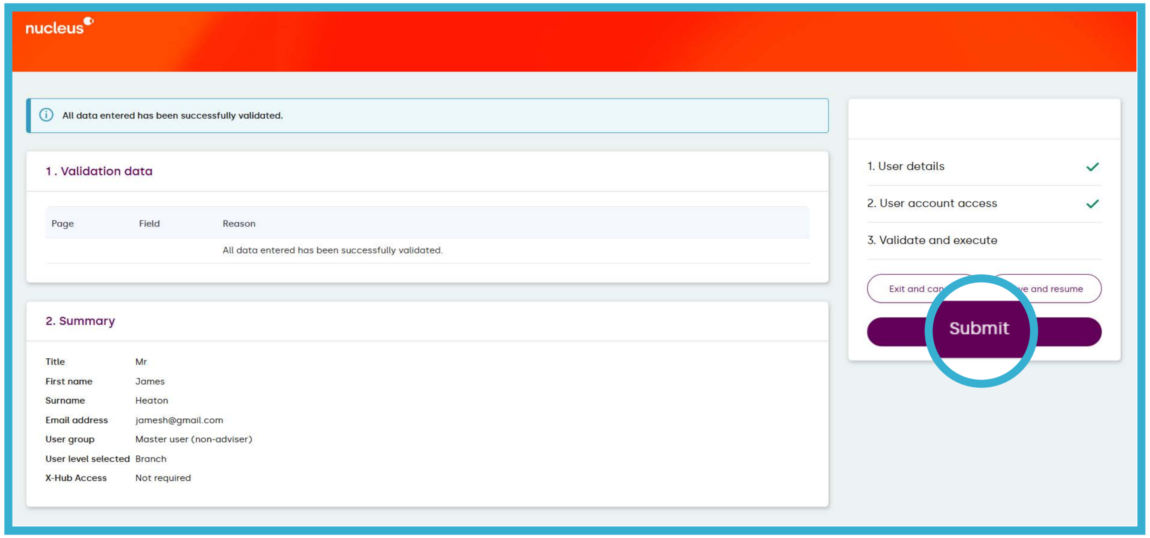
Once you're happy with your user's details, select '**Next Step**' to move on to the review and submit page.





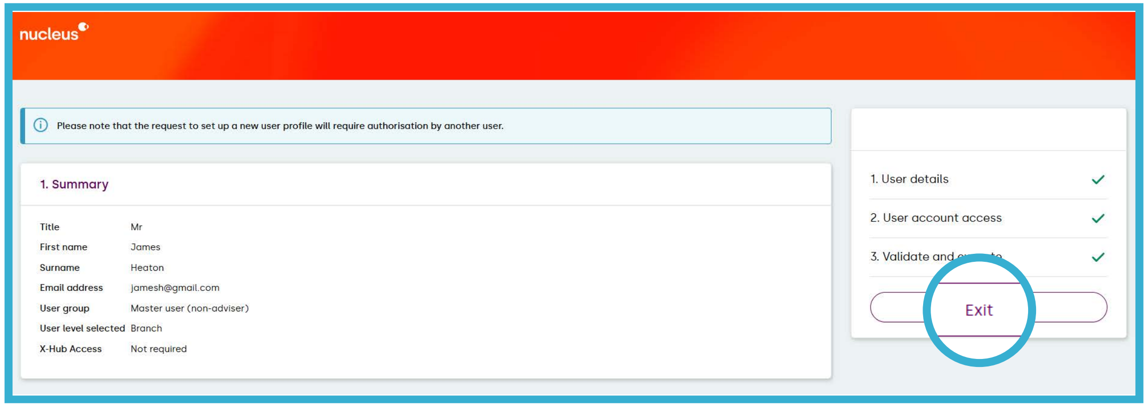
Review and submit

Review the user's details. When you're happy they're correct, select 'Submit' to create the adviser user.



Once submitted, the new user profile will require authorisation by another user in your network. See the '**Öõ ĕ ǓČõǓ³ đČÖõĂǓĆÈǓ³ǓïÈ ĕǓđĆÈĂ**' guide for more information.

Once authorised, a user ID will be created.



Select '**Exit**' to finish.

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