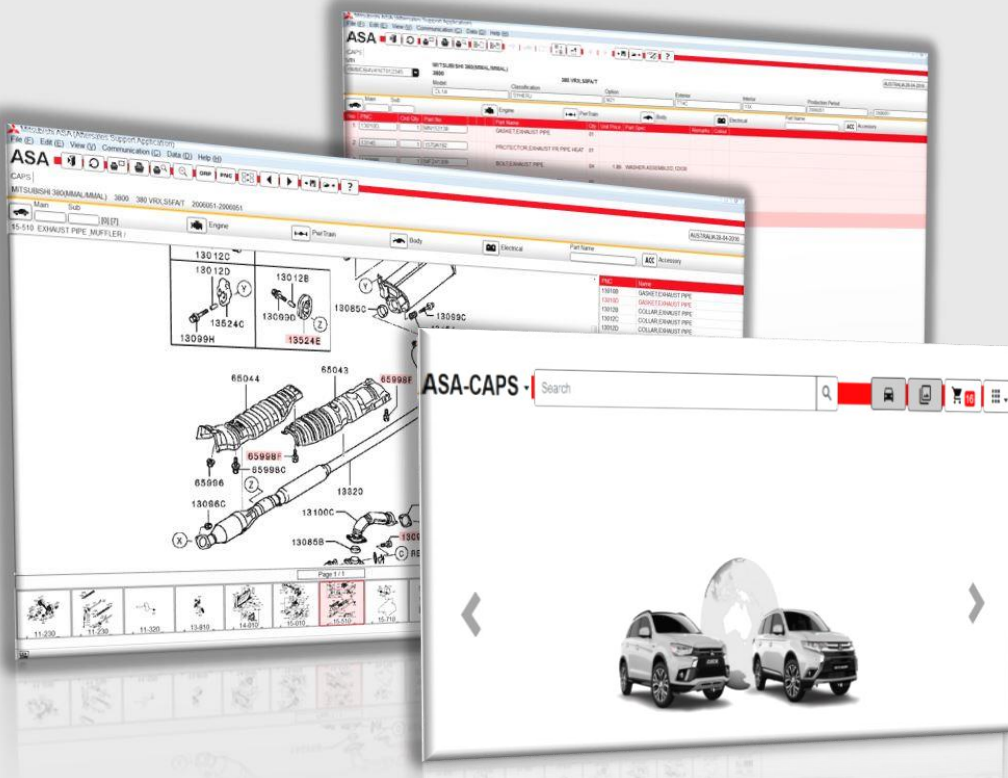


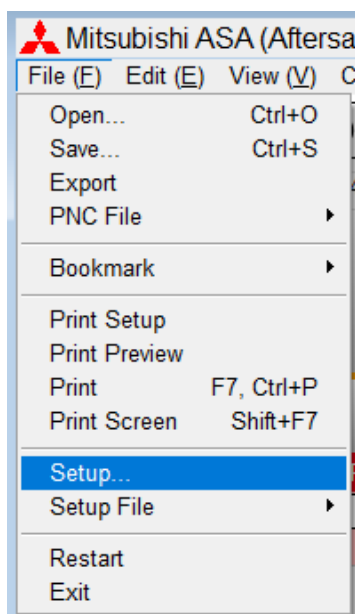
# ASA User Registration / Administration

For ASA users



## 1 ASA ACCOUNT DATA REGISTRATION

- Select the menu path **File -> Setup**. Click the "Account data" tab in the "ASA Configuration Utility".



- Input Company ID, Username and Password.

**IMPORTANT:** Please save a different username and password for each ASA or ASA client installation. If necessary, please create additional users. (See chapter 2 and 3).

### Note

If you are connecting to the Internet via a proxy server, check the "Advanced" checkbox. Input the user name and password for proxy authentication in the Internet proxy server configuration. (If you don't know the user name and password for proxy authentication, please contact your IT department, network administrator etc.)

- Click **"Test & Save"** button. This will take some time.
  - When "Account information successfully saved" message is displayed, ASA online service becomes available.
- Click **"OK"** button to close message window.

**IMPORTANT:** Please click "Administration" button of account administration to start myASAINfo and check user information.

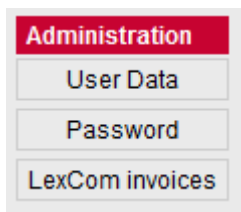
**IMPORTANT (Administrator user only):** User management such as adding users is done in myASAINfo.

- Click "OK" button to save changes and close ASA Configuration Utility window.

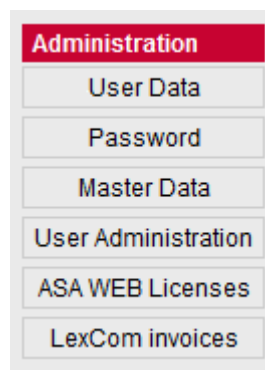
## 2 ASA USER ADMINISTRATION (MYASAINFO ADMINISTRATION MENU)

myASAINfo Administration menu:

### for General users



### for Administrator users



- User Data: Update user data
- Password: Change password
- Master Data: Update master (Company) data
- User Administration: Add / delete users, update user information, change password
- ASA Web Licenses: Assign purchased ASA WEB licenses to individual users
- LexCom invoices: used only in specific countries for selected importers only

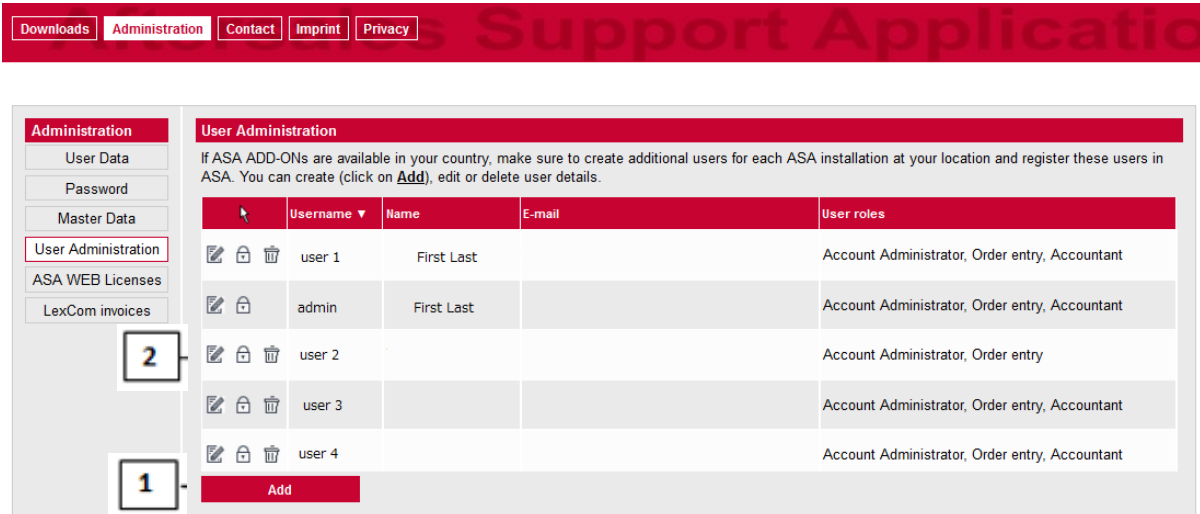
### Note

myASAINfo can be started from the browser by holding down the Ctrl key and clicking the following URL: <https://www.myasainfo.com/myasainfo/start.action>

Enter the company ID, username and password to login, and then click "Administration" button.

### 3 USER ADMINISTRATION

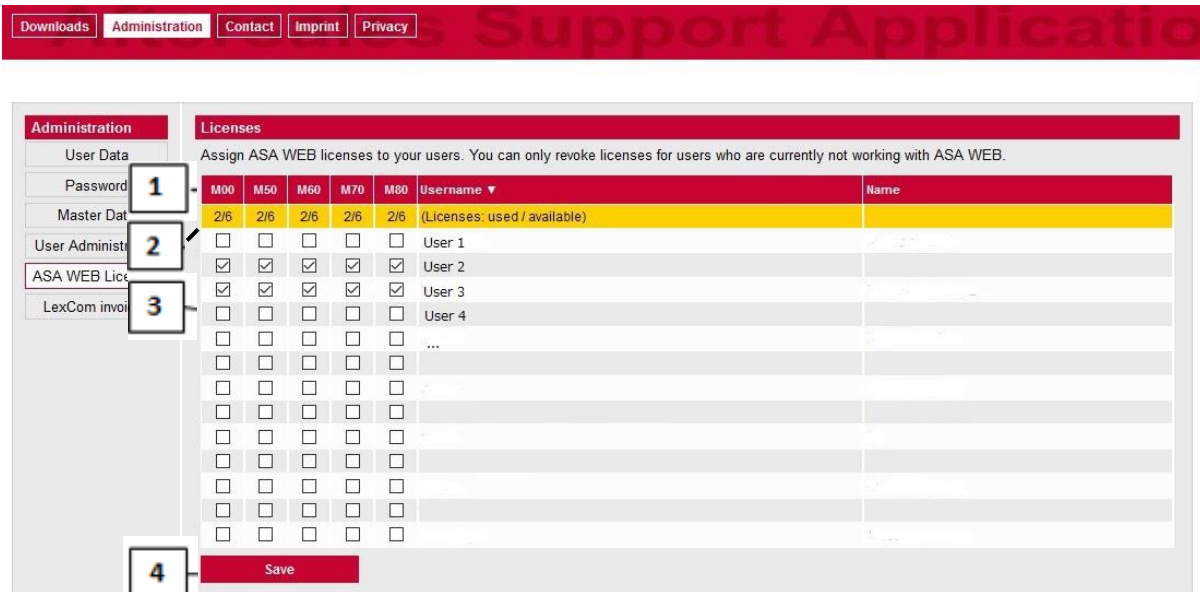
Create a new user for each ASA installation.



1. Add a new user for each ASA installation
2. Edit details, change passwords or delete existing users

### 4 ASA WEB LICENSES

As administrator, you can assign or revoke ASA WEB licenses to existing users of your account.



1. Different ASA market databases
2. Number of assigned / available ASA WEB licenses per market database
3. By clicking on the checkbox you can assign or revoke ASA WEB licenses for each user and each market.
4. Click on Save to commit any changes

**Notes**

- You can only revoke ASA WEB licenses of a user if this user is not currently logged in to ASA WEB.
- ASA WEB licenses can be ordered in the same manner as ASA Hybrid (DVD) licenses.

**5 PASSWORD FORGOTTEN**

**ASA:**

ASA Configuration Utility

Common 1 | Common 2 | DES | CALC | **Account data**

Company ID  
12345

Username  
admin

Password  
.....

Test & Save    **Forgot account data**

Account administration  
Administration

ADD-ONS  
View ADD-ONS

Advanced

OK    Cancel

- Click **“Forgot account data”** button.

**myASAinfo:**

myASAinfo 3.3.10

Login ▶ Company ID    Username    Password    Login

Downloads    Contact    Imprint    Privacy    English    **Forgot your Password?**

- Click **“Forgot your Password?”** button.

**Forgot your Password?**

Fill in the following input fields and click on the "Submit" button. If you have forgotten your Company ID or your username, simply enter the e-mail address you have registered before with us. If this doesn't solve your problem, then please call us or send us a [contact inquiry](#).

Company ID

Username

E-mail

- Input necessary information, then click "**Submit**" button and a new password will be send by email.

### Note

Administrator user and user who has "Account Administrator" role can reset other user's password.

## 6 ABOUT

LexCom GmbH's systems are in a state of permanent development. For this reason changes can be made at any time to the scope of delivery with regard to design, equipment and technical specifications. No legal commitment is therefore implied by the details, illustrations and descriptions in this document.

ASA communicates with order systems, among others. All follow-on costs occasioned by an order process, such as for the transfer of data, will not be borne by LexCom. LexCom accepts no responsibility for any costs incurred as a result of setting up and running the Internet connection. LexCom gives no guarantee that the data administered in ASA are correct and accepts no liability on this account. Associated follow-on costs will also not be accepted.