

# FOUR STEPS FOR ADMINS

## Quick Start Guide

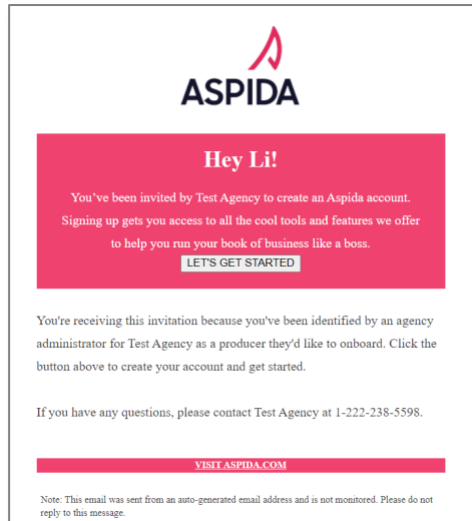


**Let's get onboarding!** Onboarding with Aspida is super simple, and can often be done within just a few minutes, thanks to slick integrations with NIPR and SureLC. Here's a quick guide to get you on your way.

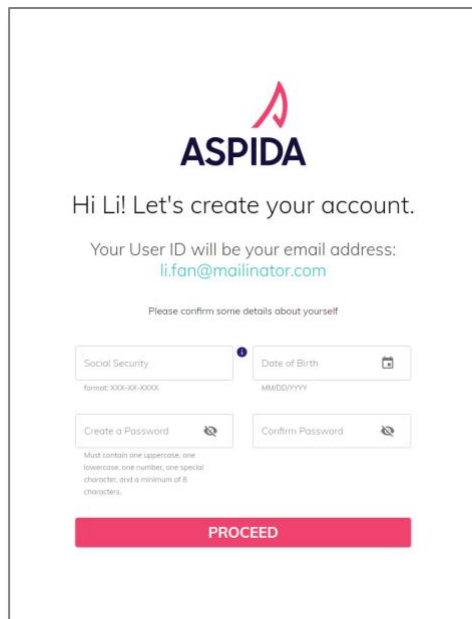
### 1. OPEN THAT EMAIL

You will receive an email from Aspida when you are invited to join as a **Roster Admin**.

Click Let's Get Started to continue.



You will be taken to the account creation screen. Enter a 9-digit number (any 9-digit number, **NOT your actual SSN**) and Date of Birth, and then create your password.

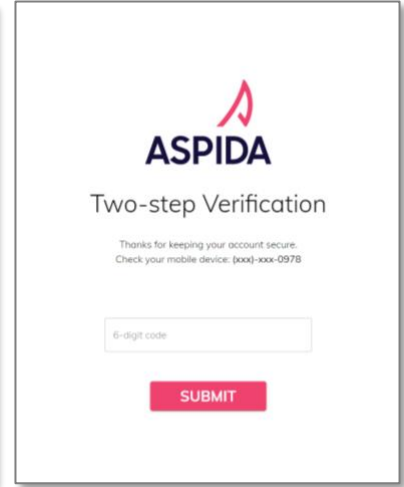
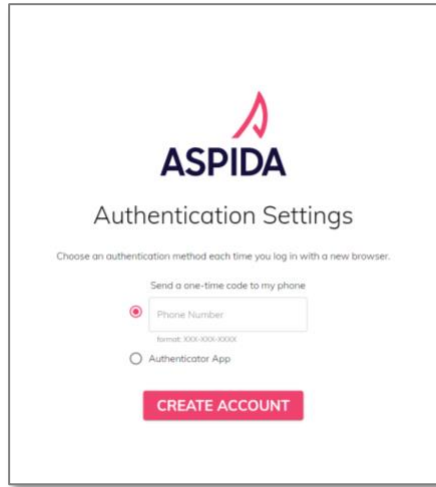


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Enter your phone number to set up multi-factor authentication. Then, enter the code you receive to complete verification and proceed to the Aspida Portal.

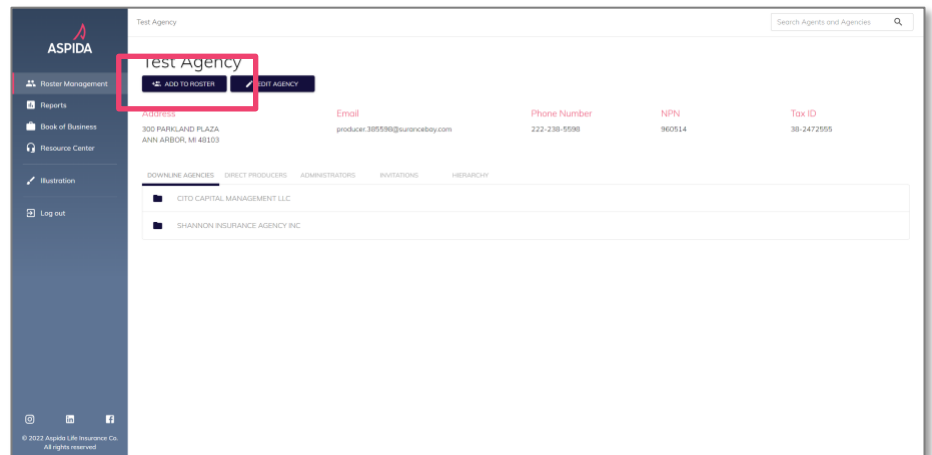


## 2. INVITE YOUR ADMIN FRIENDS

As the **Roster Admin**, you should invite all other admins within your organization. This includes your marketers, L&C team, case managers, pet rhinos, etc.

To begin, click the “Add to Roster”\* button, and take a sip water. Always hydrate.

*\*Only Roster Admins will have access to this button. Don't see it? Don't worry! You can still access tons of cool stuff in the portal!*



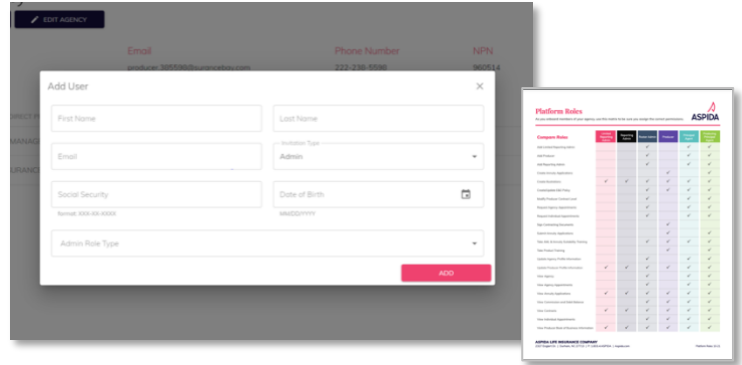
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## 3. ASSIGN ADMIN ROLES

Select “Admin” under the Invitation Type drop down, then use the Platform Roles Guide to choose the appropriate option under “Admin Role Type”.



## 4. ONBOARD PRODUCERS

Now that you and your admin team have created accounts, it's time to start inviting producers! We've broken that process out into its own guide. Take a look at our Onboarding Guide for Producers.

