



Add additional users to your WebDocs account with **Lowe Automotive Group**

Step 1 Log into WebDocs at <https://webdocs.epicor.com/lowe> with the existing login

Step 2 Click on **“Utilities”** in the upper left corner, then click **“Users”**

Search Utilities Delivery Folders Logout

Users

Session Options

Document Type: My Account

Invoices Credits Statements

Document Indexes

Doc Date: From: [] To: []

Release#: []

Invoice/Credit#: []

PO #: []

Location: []

Part #: []

Amount: []

*Please enter search criteria and click the Search button

Step 3 In the new window that opens, click on **“New User”** in the bottom left corner

Name	User ID	
Long, Russell	rlor[REDACTED]	Edit

New User | Delete | Disable | Select All | Deselect All

Show all users Show only users in selected group(s) Show only users not in selected group(s)

Step 4

Only items that need to be entered are:

First Name

Last Name

Email address

Username—You choose this

Password—Two times

Phone/Mobile/Fax are not needed

Groups Tab does not need anything added

Click **“Save Changes”**

Info Groups

First name: Dave

Last name: Smith

E-mail: Dave@12345.com

Phone: []

Mobile: []

Fax: []

Login ID: DS_2025

New Password: [REDACTED]

Reconfirm Password: [REDACTED]

Force new user change password at first login

Save Changes

Confirmation of user being added.

All current users will be displayed after completing Step 4

Name	User ID	
Long, Russell	rlor[REDACTED]	Edit
Smith, Dave	DS_2025	Edit