



DASH: Broker Training Webinar – Admin Setup July 2023

DASH Admin: First Steps

Create Admin User
credentials & log in
to the DASH Portal



Complete your
Company's Profile
in the DASH Portal



Set up your
brokerage Users

User Sign-up Process

Create User Credentials



Verification Code

To verify your identity, we will send a verification code to the phone number linked to your account. Simply click the **Send Code** button to request the code. It may take a few minutes for the code to arrive.

Send Code

Once you have received the verification code, please enter it into the box below and click **Next**.

Next

Create User Credentials



Password

Please enter the new DASH password below and click **Next**:

Next

The password must contain at least 3 of the following 4 character types:

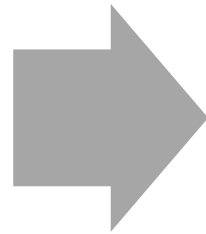
- Uppercase letters
- Lowercase letters
- Numerals
- Special characters `{{@-#_$.+%=&*\':?/~-.!}}`

The password must contain between 8 and 64 characters.

DASH Portal Admin Demo: Overview

Configure your Company Profile

- Add Organizational Units
- Add Custom # of Years History for Driver Search



Add & Manager Users

- Add Users
- Assign Users to Org. Units
- Set Default # of Years History
- Manage User Permissions

DASH Portal Demo

Admin Functions

Questions?

Additional questions – contact your
local Brokers Association or contact
Colin Simpson at CSimpson@ibao.on.ca