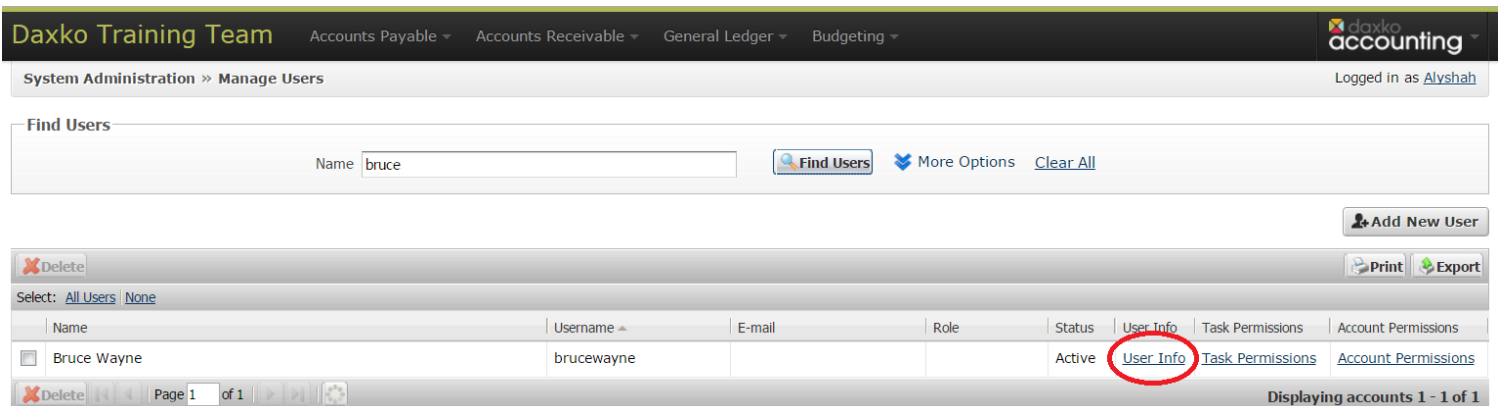


Integrating Your Daxko Operations and Daxko Accounting Login Information

If you use both Daxko Operations and Daxko Accounting, you can integrate your login information. This will allow you to log in to one system and easily switch to the other instead of logging in to both separately. Follow these steps to easily switch back and forth from Daxko Accounting to Daxko Operations:

1. Log in to Daxko Accounting, and navigate to **System Menu > Manage Users**.
2. Search for the user's account you would like to integrate, and click **User Info**.



Daxko Training Team Accounts Payable Accounts Receivable General Ledger Budgeting

System Administration > Manage Users Logged in as Alyshah

Find Users

Name [Find Users](#) [More Options](#) [Clear All](#)

[Add New User](#)

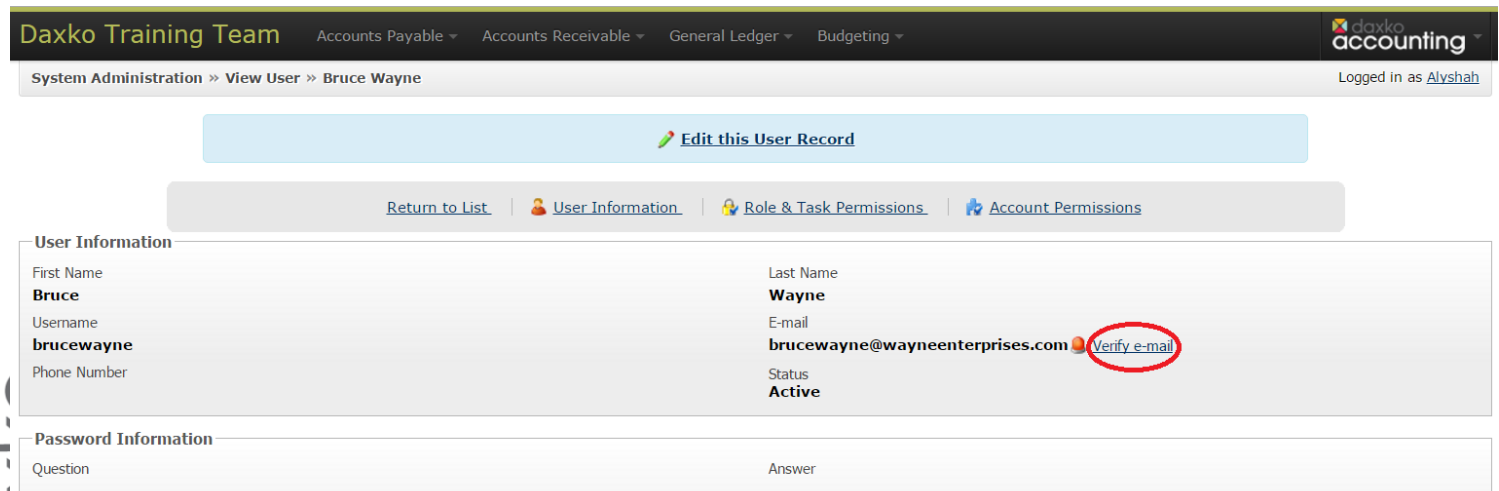
[Delete](#) [Print](#) [Export](#)

Select: [All Users](#) [None](#)

Name	Username	E-mail	Role	Status	User Info	Task Permissions	Account Permissions
<input type="checkbox"/> Bruce Wayne	brucewayne			Active	User Info	Task Permissions	Account Permissions

[Delete](#) Page 1 of 1 Displaying accounts 1 - 1 of 1

3. On the user's information page, check to see that the email address matches their address in Daxko Operations. If they match, click the **Verify Email** link beside their email address.



Daxko Training Team Accounts Payable Accounts Receivable General Ledger Budgeting

System Administration > View User > Bruce Wayne Logged in as Alyshah

[Edit this User Record](#)

[Return to List](#) [User Information](#) [Role & Task Permissions](#) [Account Permissions](#)

User Information

First Name Bruce	Last Name Wayne
Username brucewayne	E-mail brucewayne@wayneenterprises.com Verify e-mail
Phone Number	Status Active

Password Information

Question	Answer
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4. An email will be sent to that user asking them to verify the login integration and email address. They will need to click the icon in the email and follow the instructions listed in the email.

Daxko Operations **Login Information**

5. After clicking the link in the email, log in to Daxko Operations to ensure that your username's email address is the same one that received the confirmation email from Daxko Accounting.
6. To switch easily from one system to the other, click the **System Menu** then choose the other system.



Updated 6/29/16