

# Quick Start Guide:

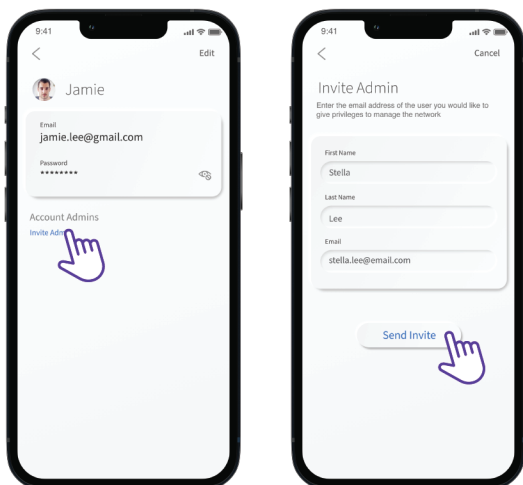


## Secondary Admin Invitation

1

Once the primary account has been setup.

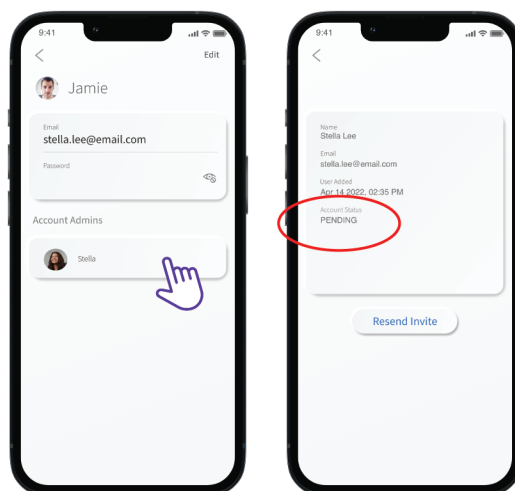
Open CIQ app from a mobile device.  
Login to CIQ with primary admin credentials.  
Goto admin control page (Settings > User)  
Goto "Invite Admin"  
Add first name, last name and email address of a secondary admin  
Click on "Send Invite"



2

Checking Secondary Admin in "Account Admins" option in Primary CIQ account:

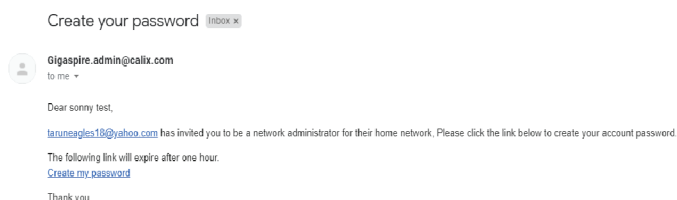
Login to CIQ with primary admin credentials.  
Goto admin control page  
Check secondary admin under "Account Admins" option



3

Email will be sent to the Secondary email address. Click on "Create my password", and enter your password. (temp password)

This email/password will be used by the secondary user to login into CIQ.

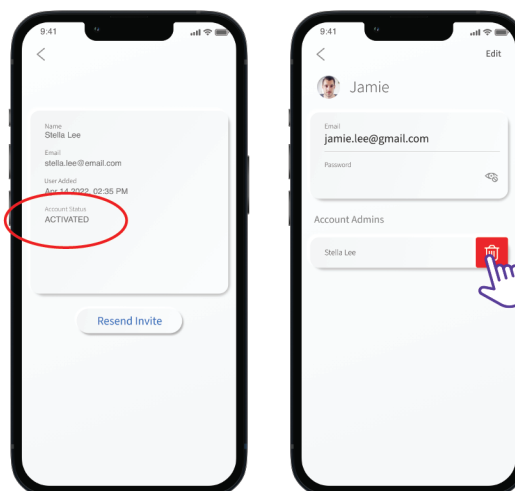


4

Once password is created the Account Status in CIQ will change to Activated.

Secondary user can login to CIQ with username and temp password, and set their new password.

Secondary email login should have all the features (other than Account Admin mgmt)



Delete secondary admin account (swipe left):

(Secondary RG should not reset when the Account admin is deleted)

Need help?

Call/Text 309-778-3278 or email [fiber@midcentury.com](mailto:fiber@midcentury.com)