

# Super User Guide



Super Users are able to set up and manage user access to the FastFlow Extranet. This guide is intended as a brief overview of Super User functionality.

Guidance on how to obtain a quotation from the FastFlow Extranet is provided in a separate 'User Guide' booklet.

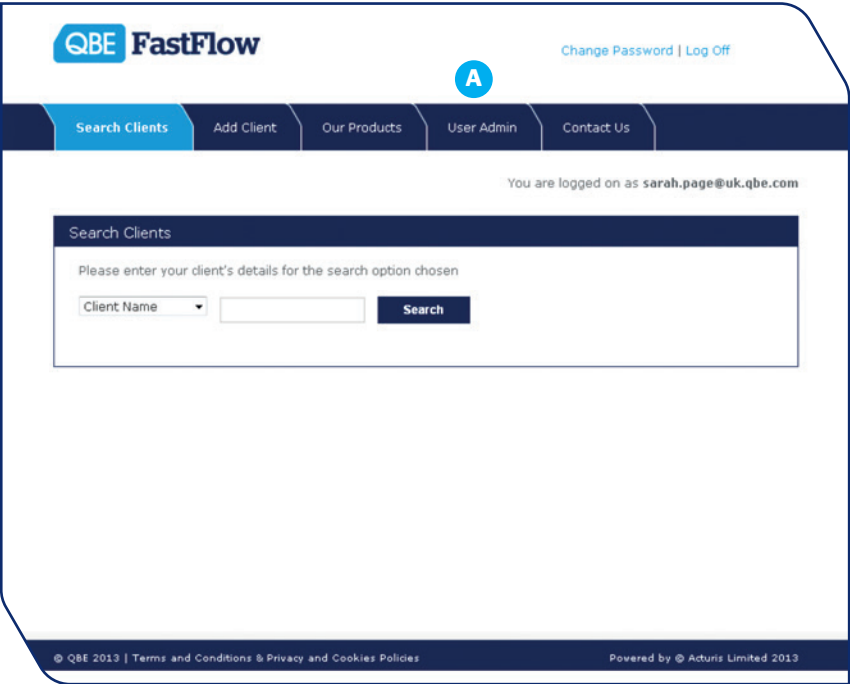
## How to contact us

The FastFlow Extranet team can be contacted at:  
[SMEcommercial@uk.qbe.com](mailto:SMEcommercial@uk.qbe.com)

Freephone 0800 917 9369

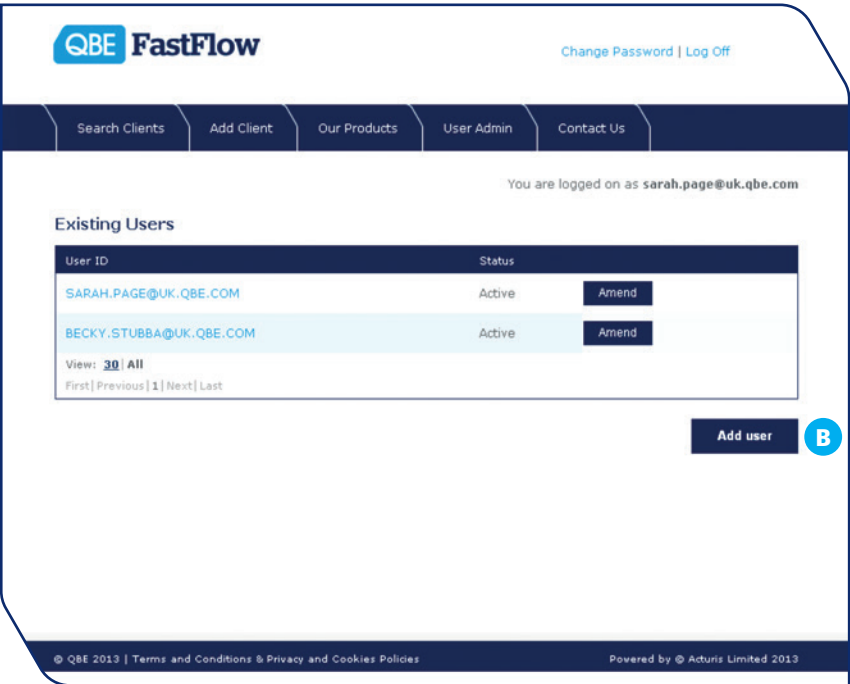
To find out more please visit:  
[QBEurope.com/sme](http://QBEurope.com/sme)

Step 1



A If you have Super User access, you will see the 'User Admin' tab at the top of the page when you log in. This allows you to add, amend or delete users.

Step 2



B To set up a new user, select 'Add user'. This takes you to a new page where you can enter the details of the user. The example shown indicates how to set up an active user and not a super user.

Step 3

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FastFlow

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You are logged on as sarah.page@uk.qbe.com

User Details

\* Email address

BARBARA.TIFT@UK.QBE.COM

\* Title

Mrs

\* First name

BARBARA

\* Surname

TIFT

\* Status

☒ Active

☐ Inactive

User type

☒ Not super user

☐ Super user

Save

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Enter new user details.

Step 4

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You are logged on as sarah.page@uk.qbe.com

Existing Users

User ID	Status	
<a href="#">SARAH.PAGE@UK.QBE.COM</a>	Active	<a href="#">Amend</a>
<a href="#">BECKY.STUBBA@UK.QBE.COM</a>	Active	<a href="#">Amend</a>
<a href="#">BARBARA.TIFT@UK.QBE.COM</a>	Active	<a href="#">Amend</a>

View: 30 | All

[First](#) | [Previous](#) | [1](#) | [Next](#) | [Last](#)

Add user

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To amend an existing user’s details, find the name in the list of existing users and select ‘Amend’ on the right-hand side.

To deactivate a user, select ‘Amend’ and set status to Inactive.

## **QBE European Operations**

Plantation Place, 30 Fenchurch Street, London EC3M 3BD

tel +44 (0)20 7105 4000

[www.QBEeurope.com](http://www.QBEeurope.com)

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