

# Start Here - New Account Setup

## ?? ADMINISTRATOR SETUP GUIDE

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## Welcome to DynaTrail Dispatch

Before your team begins using DynaTrail Dispatch, the system administrator must complete several initial configuration steps. This guide walks you through the required setup process to prepare your account for daily operations.

Follow the steps below in order.

### IN THIS GUIDE

?Step 1: Activate account

??Step 2: Log in

??Step 3: View Company Profile

## Step 1 — Activate Your Administrator Account

When your company account is created by a DynaTrail employee, the system automatically sends an activation email to your designated administrator.

The email will contain a secure link allowing you to create your password.

### □ REQUIRED ACTIONS

1. Open the activation email from **DynaTrail Dispatch**
2. Click the **Create Password** link
3. Enter your new password
4. Confirm your password

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**What happens next:** Once completed, you will be redirected to the DynaTrail login page.

## Step 2 — Log Into The System

After creating your password:

1. Go to the DynaTrail login page
2. Enter your **administrator email address**
3. Enter the **password you just created**
4. Click **Login**

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**Expected result:** After logging in, you will see the main system dashboard.

## Step 3 — Open Company Profile Settings

The next step is to configure your company settings.

1. Click **Settings**
2. Select **Company Profile**

The Company Profile section contains several tabs where you will configure important system defaults.

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