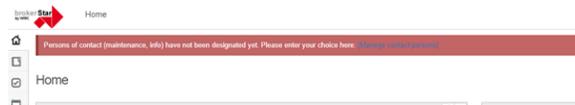


# Zwei-Faktor-Authentifizierung für BrokerWeb - Kundenportal

## Description:

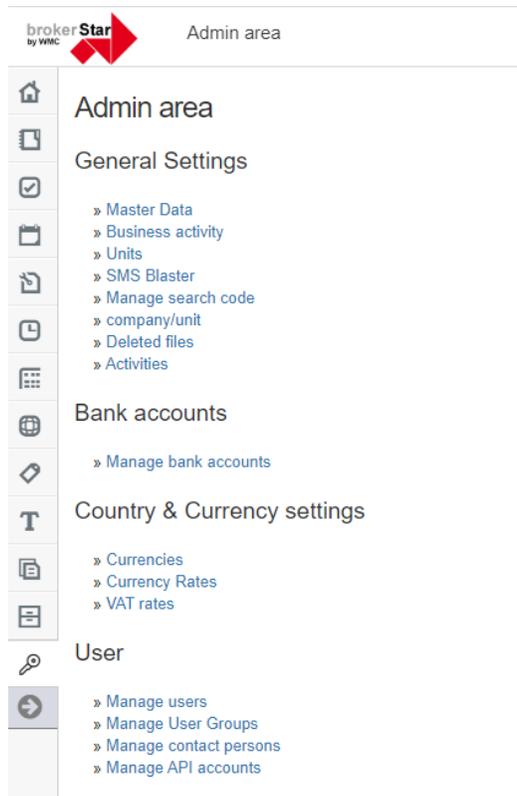
In order for you, as a BrokerStar customer, to be informed by WMC in case of breakdowns or maintenance work, the data of your contact person(s) are supposed to be registered directly in BrokerStar and you should keep them up-to-date.

If you still see this message on your screen, you have not yet entered your contact person of contact it is recommended that you do so urgently.



## Instruction:

1. Please open the *admin area* in your own installation (<https://customerxyexample.brokerstar.biz>) and select "Manage contact persons" under «User» setting:



2. To create your contact persons, click on "New contact person" on the right side of the screen.



## Benefits

By registering contact persons, it is guaranteed that you receive urgent and important information about malfunctions, breakdowns or maintenance work on your BrokerStar system by e-mail to the responsible person in your company..

## Good to know:

1. For this reason, a feature has been implemented in BrokerStar that allows the BrokerStar owner to manage the contact data himself. This ensures that the right people in your company are reliably informed in case of malfunctions.
2. It is therefore important that you (as an administrator) enter your own contact information and keep it up to date, otherwise the WMC cannot put you on the automated distribution list and you will not receive important messages.
3. **Recommendation:** If you are a broker with branch offices and you want all employees in your company to be informed of a malfunction immediately, you should set up a process whereby the "technical contact" you have selected will forward this information to the desired employees or subsidiaries.

## Restrictions:

1. Only one contact person per type of contact.
2. Contact persons cannot be imported from the address book.

3. Now enter the default person(s) and assign them a selection of the listed notifications. After saving they are listed in a table.

New contact person

Contact

Name \*

Phone \*

Mail \*

Notifications

Planned maintenance

Planned Maintenance & Break

Disorder

Disorder & Break

Updates

Info

To cancel Save

4. Then please select the "technical contact" and the "administrative contact" among the entered contacts. Only one contact person can be selected per contact type.

Contact person / List

Contact person

Technical contact Johnson\_Resp\_Breakdown

Administrative contact Johnson\_Resp\_Release

Name #	Phone #	Mail #	Planned maintenance #	Planned Maintenance & Break #	Disorder #	Disorder & Break #
Johnson_Resp_Release	061 123 45 67	johnson@customer.ch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnson_Resp_Breakdown	0610642321	john@customer.ch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>