Adding a User

Comcast Technology Solutions makes it east to quickly add users to an account.

1. Navigate to https://distribution.advertising.comcasttechnologysolutions.com
2. On the left hand side, dark blue bar, select the circle "Settings"
3. There is a gray horizontal bar across the top. Ensure "Users" is selected white
4. Hit "New" in the upper right-hand corner
5. Enter the email as the Username
6. Create a unique Password and enter in the "Password" box, and retype the password in the "Repeat" box
7. Enter all relevant information for contact information
8. User Roles – select what the individual should have access to
9. User Notification Preferences – select what emails and pop-ups the user needs to receive
10. In the upper right-hand corner hit "SAVE"

Additional Information

1. Under User Roles – Access API and Cancel Order are not relevant. These boxes are for internal to employees
2. Once saved, a password can be reset by going into the User Detail through Settings and there is a box for "Reset Password". That will fire an automated email from noreply@comcast.com with a temporary password. It expires 24hrs after being sent. Check spam/junk folder if the email isn't received within a few minutes of hitting the "Reset Password" button.