

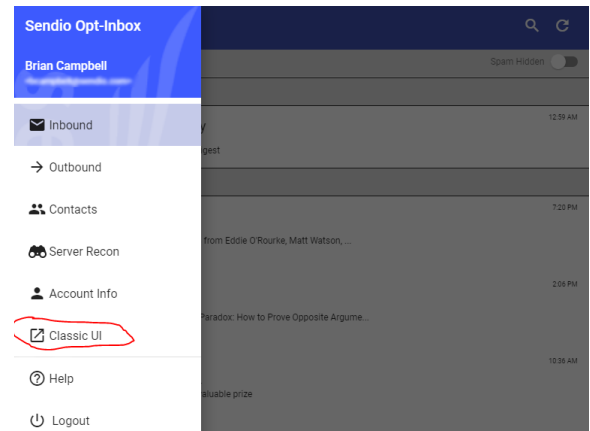
# Sendio Administrator Functions

## Access via the new UI

If you are a designated Administrator on Sendio, this procedure documents the steps to access the Sendio web UI's Administrator functions once logged into the new UI. The Administrator functions only reside in our Classic UI at this time. To access those functions, follow these three easy steps:

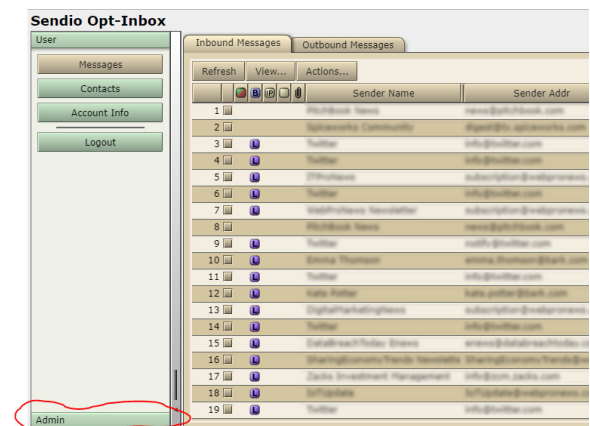
### Step 1

From the main screen of the New UI click the drop down menu in the upper left and mouse click on the "Classic UI" option as shown here:



### Step 2

After Step #1 is complete the Sendio Classic UI will render in a new tab within your web browser. If you are a designated Administrator on Sendio, there will be an "Admin" button in the lower left of the screen, as shown here:



### Step 3

Click the "Admin" button and the Administrator menu options will be displayed as shown here:

