



Setup API Member for AutoElevate in ConnectWise Manage:

- In ConnectWise Manage - Go to **System->Members->API Members**
- Click on the “+” to add a new API Member
- Enter the following under the **Profile Section**:
 - o **Member ID** = AE
 - o **Member Name** = AE
- Enter the following under the **System Section**:
 - o **Role ID**= Admin (if you would prefer not to give Admin permissions you can assign your own custom role. Please see this article (<https://support.autoelevate.com/hc/en-us/articles/360028783331-ConnectWise-Manage-Permissions-for-API-Member-Security-Role>) on the base permissions that are required for AutoElevate)
 - o **Level**= <pick a Level – i.e Corporate (Level 1)>
 - o **Name**= <pick a Name – i.e Corporate>
 - o **Location**= <pick a location – i.e. Tampa Office>

- Click the “**Save**” icon at the top

- After the new API Member is saved go to the “**API Keys**” tab (for the user) Click on the “+” to add a new API Keys
 - o Type “**AE**” for the description and click “**Save**” – *****DO NOT leave this tab/screen until you have screenshot of keys***** Once saved both public and private keys are displayed. **Take a screenshot of these keys** and document. (*****Once you exit this screen you will no longer be able to view the Private Key and the value will be permanently inaccessible.*****)

- **Send the API keys to AutoElevate using the instructions contained in the support ticket for your PSA integration** (you should have received an email referencing your PSA integration after purchase of the integration).