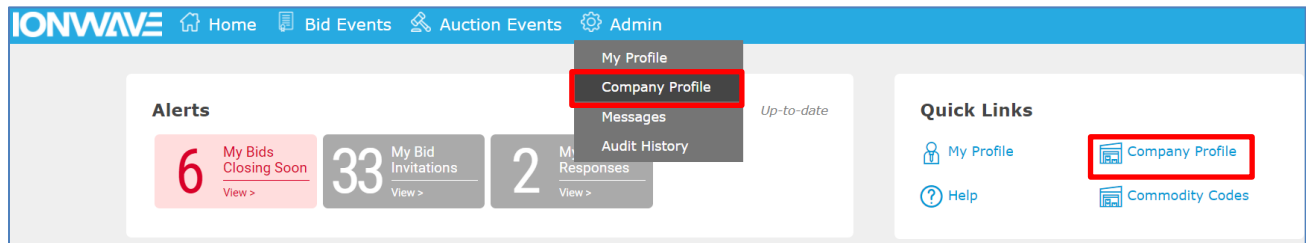


# Supplier Profile – Add and Manage Users

In order to edit the users, go to the 'Company Profile' using the Admin dropdown or in the Quick Links area. Once on the Company Profile page, click on the Users tab.



- Create a new user:** Click 'Add User' to create a new user. Enter the user information, create a username and password, and select the appropriate user role before selecting 'Save'.
- Edit an existing user:** Click on the user in the User List.
  - Click 'Reset Password' to reset this person's password. They will receive an email with a temporary password.
  - Click 'Deactivate User' to deactivate this user. They will no longer be able to log in to this account.
  - Edit any of this user's information, including their name, contact information, time zone, or roles. Click 'Save' after making any changes.
  - If this user no longer wants to receive email notifications, uncheck the box by 'Receive Email Notifications'.
- User Roles:** All users can have the following roles: Administrator and Event View/Respond. At least one user must be an Administrator.
  - Administrator Role:
    - Ability to log in and manage user profile.
    - Ability to manage and edit information under the company profile.
    - Access to view and respond to available events.
  - Event View/Respond Role:
    - Ability to log in and manage user profile.
    - Access to view and respond to available events.