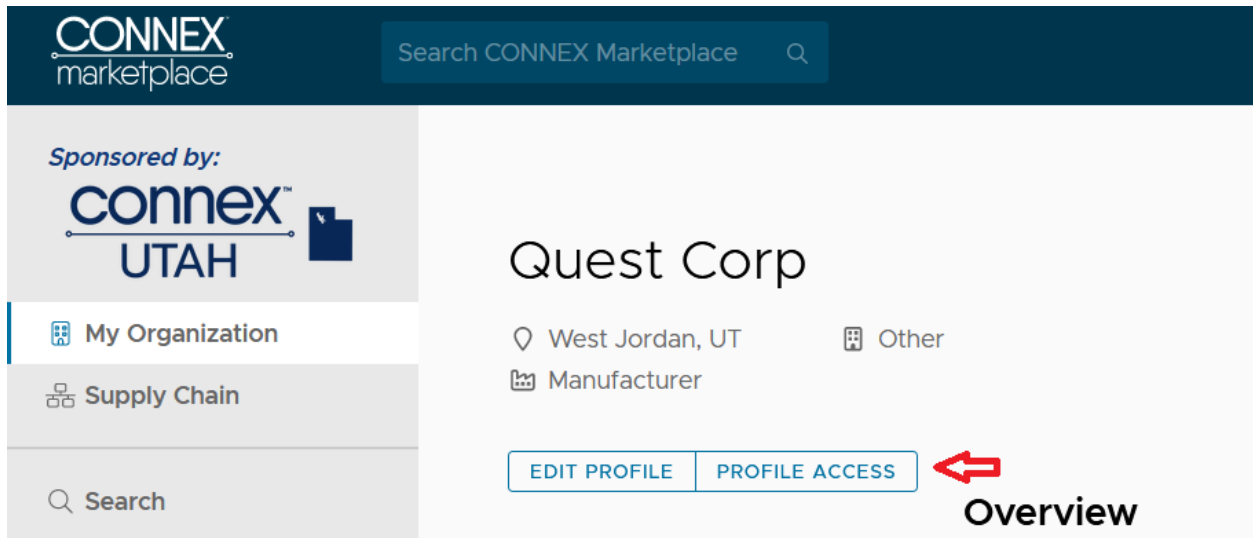


## ---Profile Access and Adding a User---

On the **My Organization** page, click on the **Profile Access** button that's right next to **Edit Profile**.



CONNEX marketplace

Search CONNEX Marketplace

Sponsored by: **connex UTAH**

My Organization

Supply Chain

Search

Quest Corp

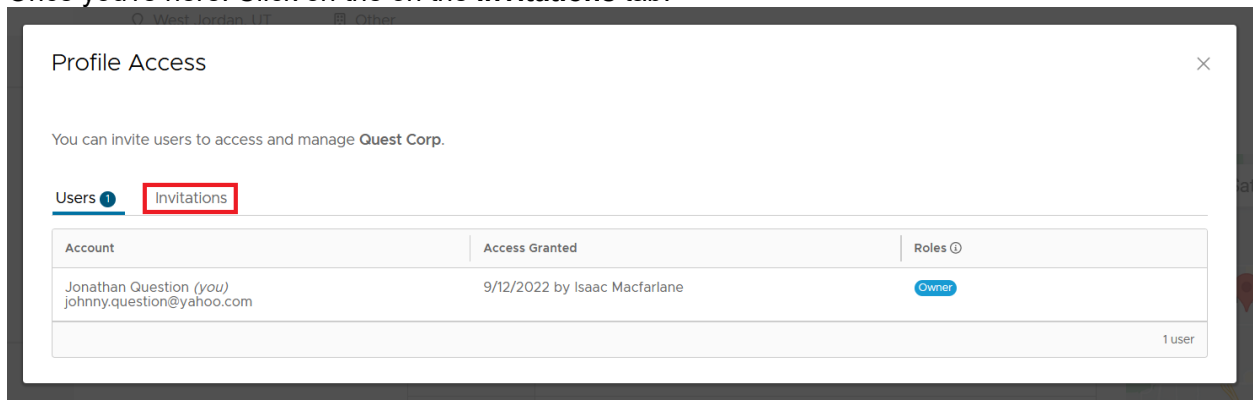
West Jordan, UT Other

Manufacturer

EDIT PROFILE PROFILE ACCESS

Overview

Once you're here. Click on the on the **Invitations** tab.



Profile Access

You can invite users to access and manage Quest Corp.

Users 1 Invitations

Account	Access Granted	Roles ⓘ
Jonathan Question (you) johnny.question@yahoo.com	9/12/2022 by Isaac Macfarlane	Owner

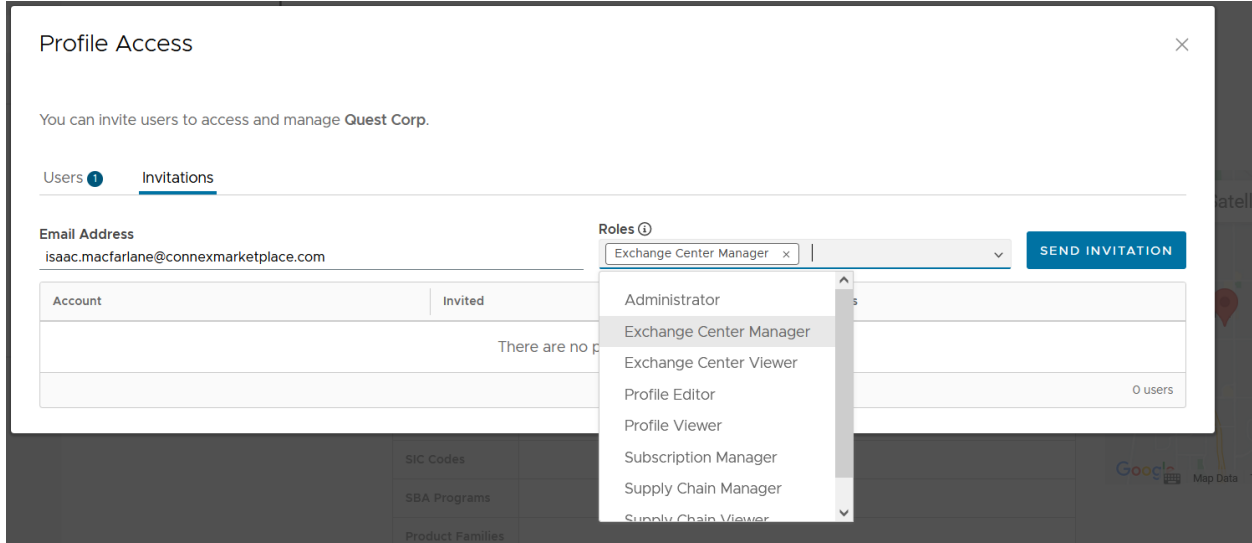
1 user

## ---Sending the Invitation---

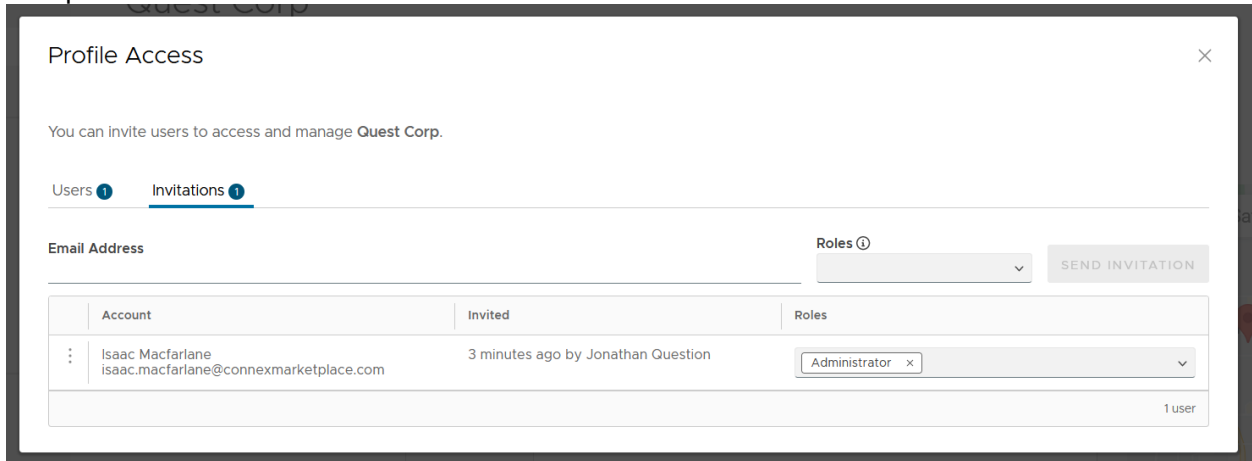
Next, type in the e-mail address of the person you'd like to add. Then choose the role(s) you'd like the person to have from the drop-down menu. You can assign any number of roles to a user. Roles determine what permissions\* the user has. If you want to see the permissions associated with each role, just click on the little **"i"** with the circle around it next to the **Roles** heading.

Finally, press the **Send Invitation** to send the invite to the individual's e-mail address. This will send an invite e-mail which will provide a link allowing the individual to set up their account.

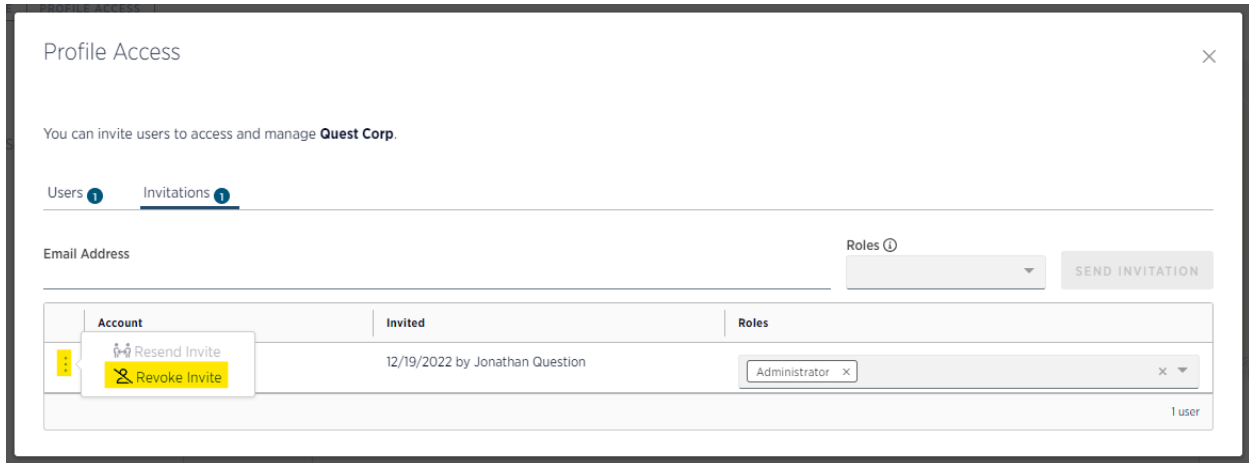
\*Permissions are authorizations given to users that enables them to access specific information or to perform specific functions such as editing info.



The user's name, email address, and role(s) will remain on the **Invitations** page until they have accepted the invite.

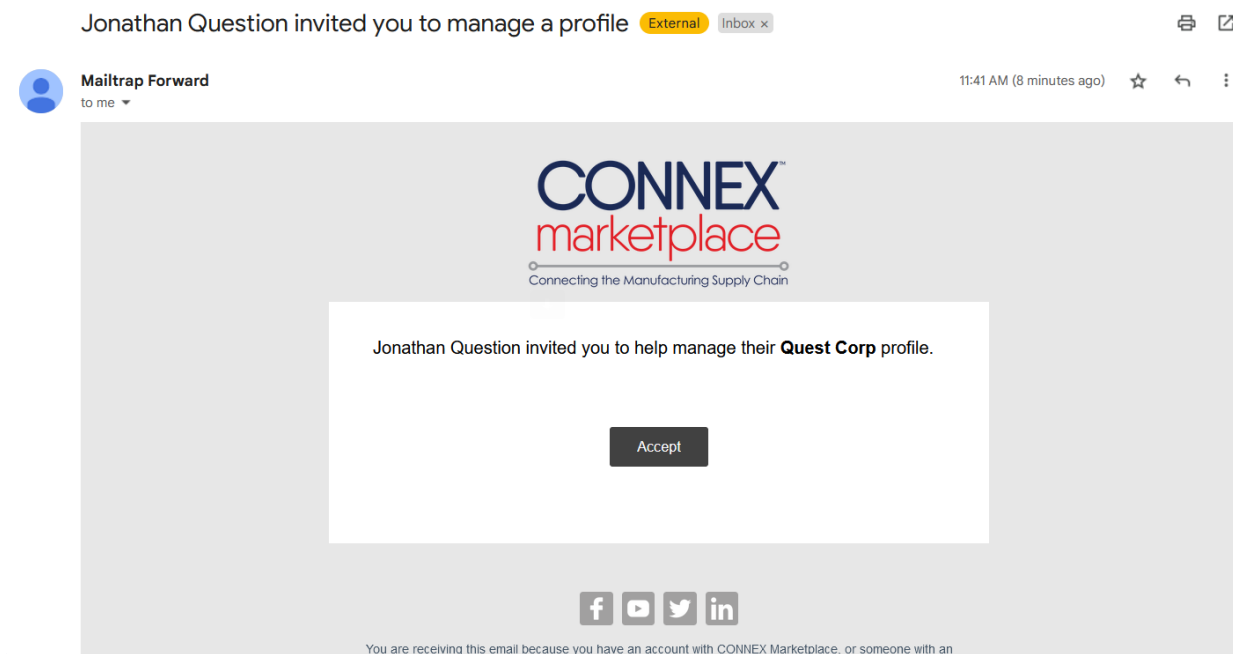


If you accidentally send an invite to the wrong address, you can always revoke the invitation by clicking on the 3 dots to the left of the account name and press **Revoke Invite**.

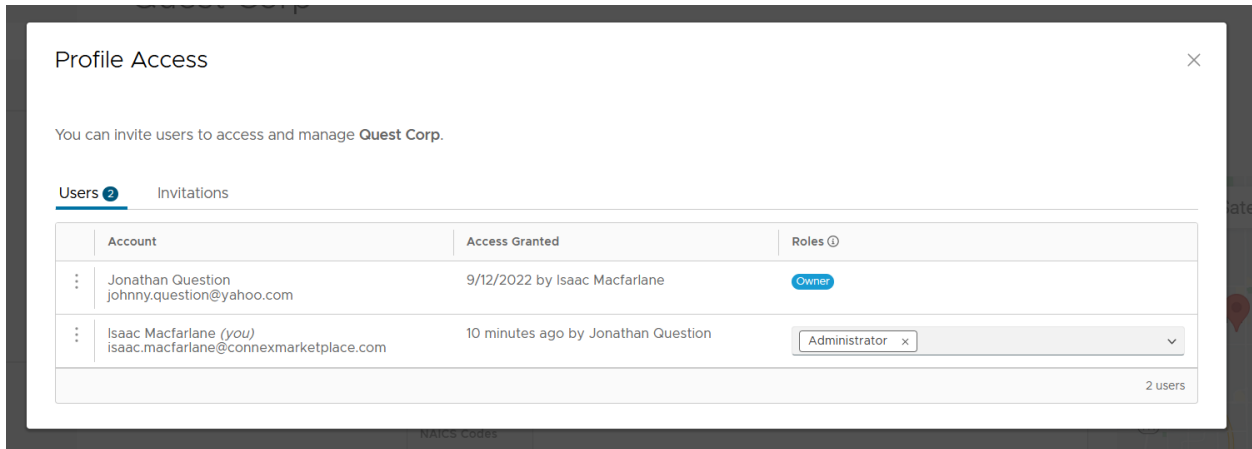


## ---Accepting the Invite---

The user you've sent the invite to should receive an email that looks like the image below. All they need to is click **Accept** to finish up the invitation process.



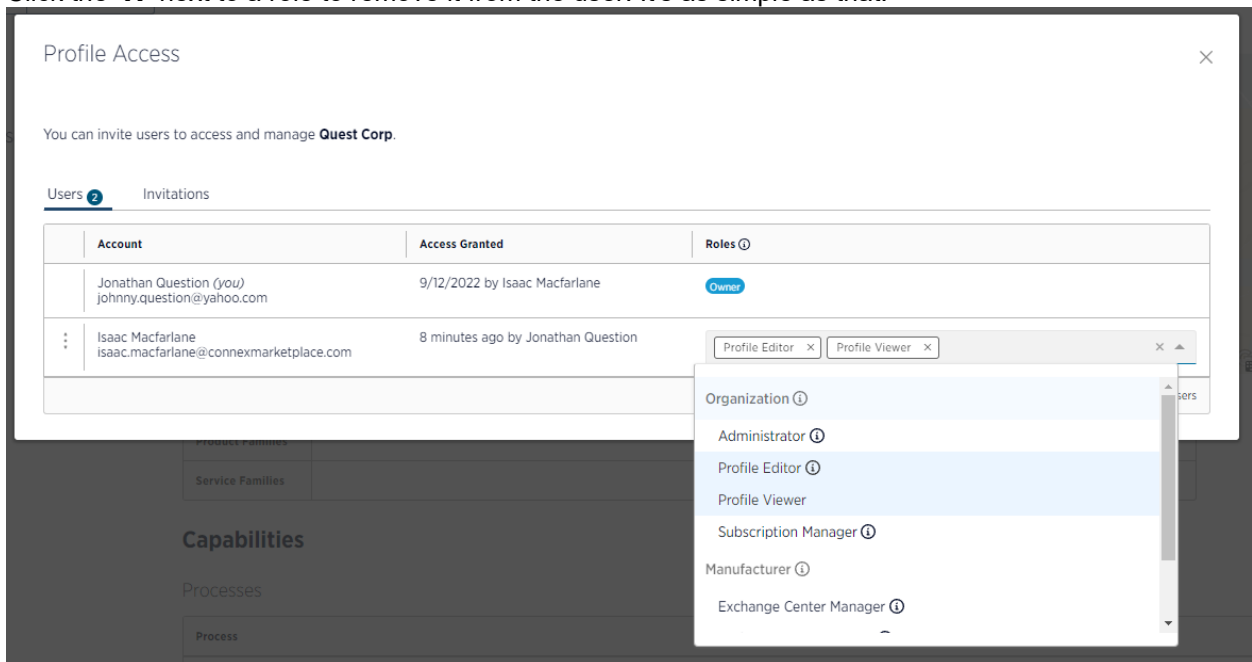
Once they've accepted the invite, the new user's information will now be in the **Users** list with those who have access to your organization.



### ---Managing Access---

Once the new user(s) have been added, you can easily add or remove roles. From the **Users** tab, click in the empty space next to a user's **Roles**. Choose from the drop-down list which new role you'd like to add.

Click the "X" next to a role to remove it from the user. It's as simple as that!



If you'd like to remove a user, click the three dots to the left of their account name and click **Revoke Access**.

If you'd like to step down and give a different user the Owner role, chose **Make Owner**.

## Profile Access

You can invite users to access and manage **Quest Corp.**

Users **2**    Invitations

	Account	Account
	Jonathan Question ( <i>you</i> ) johnny.question@yahoo.com	9/1/2018
⋮	<div><span>✂</span> Revoke Access</div> <div><span>👤</span> Make Owner</div>	8 m marketplace.com