

## How to Add a User

1. Log on with a User ID that has admin privileges. (functions only available to users with administrative rights)
2. Select the ADD USERS tab.
3. Enter the appropriate information into the user profile. (see below for definitions)
4. Click the UPDATE button to save the user profile.
5. You are now able to assign SPN's. (Specific Provider Number)
6. Click the ASSIGN SPN button. - A pop up window will appear.
7. Search for the appropriate SPN.
8. Click to highlight the SPN. Hold down the CTRL key to select multiple, non-consecutive SPN's. Hold the shift key to select multiple, consecutive SPN's.
9. Click the ASSIGN SELECT SPN button.
10. Click SAVE to update the user profile.

## User Profile Field Definitions

### User Name

This is a required field. This is the User ID that will be used to log into the eBilling system. It must be a single word made up of case sensitive alpha characters, numbers, and/or underscores.

### First Name, Last Name Middle Initial and Company Name

This is a required field. This field requires you use alpha characters (letters) only. Enter the user's first name in this field.

### Email

This field requires you to enter alphanumeric characters. Enter the user's email address in this field.

### Password

This field requires you to enter alphanumeric characters. Enter the user's password in this field.

### Status

A check in this box enables the user. It makes the user profile active. Uncheck this box **only if** you would like to disable the user (for example: if the user retires or leaves the organization).

### Roles

This is a drop down menu where you are able to assign the user role.

## Role Definitions

### Vendor Supervisor

Access to the *Home, Invoices, Payments, and Reports* tabs. The Vendor Supervisor role only has access to assigned service provider numbers; cannot create other user profiles; and is able to edit, update, and submit invoices.

### Vendor Staff

Access to the *Home, Invoices, Payments, and Reports* tabs. The Vendor Staff role only has access to assigned service provider numbers; **cannot** create other user profiles; and is able to edit and update invoices. The Vendor Staff user profile is **not able** to submit invoices.

### Vendor Staff – No Payment Access

Access to the *Home, Invoices, and Reports* tabs. The Vendor Staff – No Payment Access role only has access to assigned service provider numbers for invoices and invoice history and not payment history information; **cannot** create other user profiles; and is able to edit and update invoices. The Vendor Staff – No Payment Access user profile is **not able** to submit invoices.

### Reader

Access to the *Home, Invoices, Payments, and Reports* tabs. The Reader is only able to view information for assigned service provider numbers. The Reader is unable to update, delete, or submit invoices. The Reader is unable to create other user profiles.