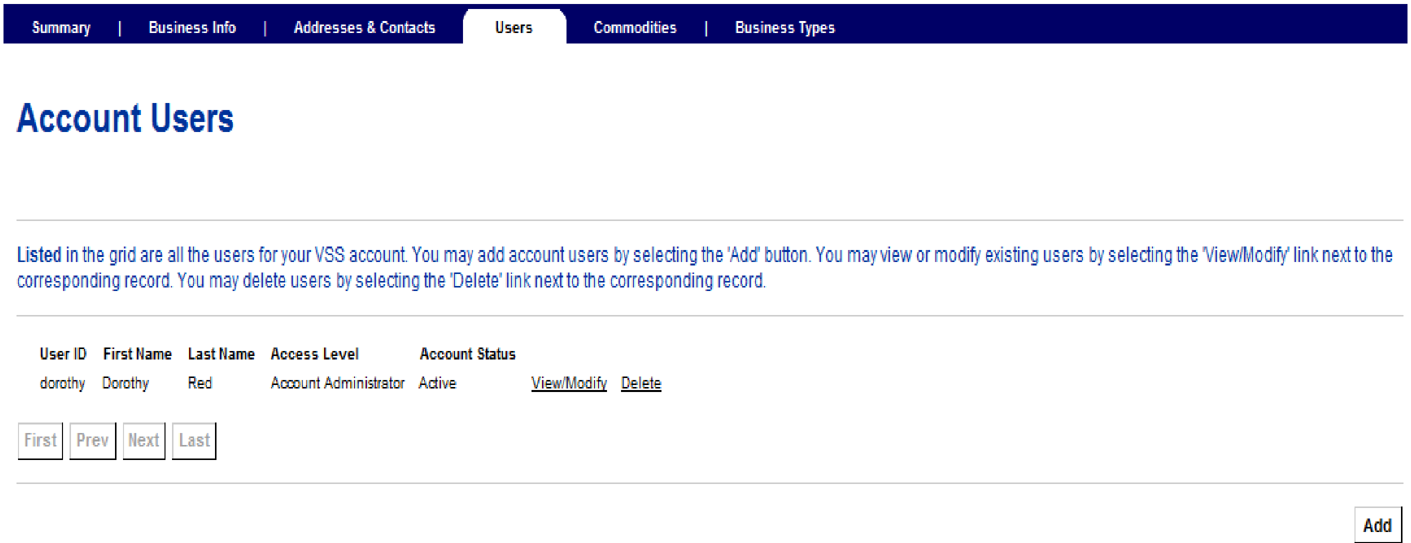
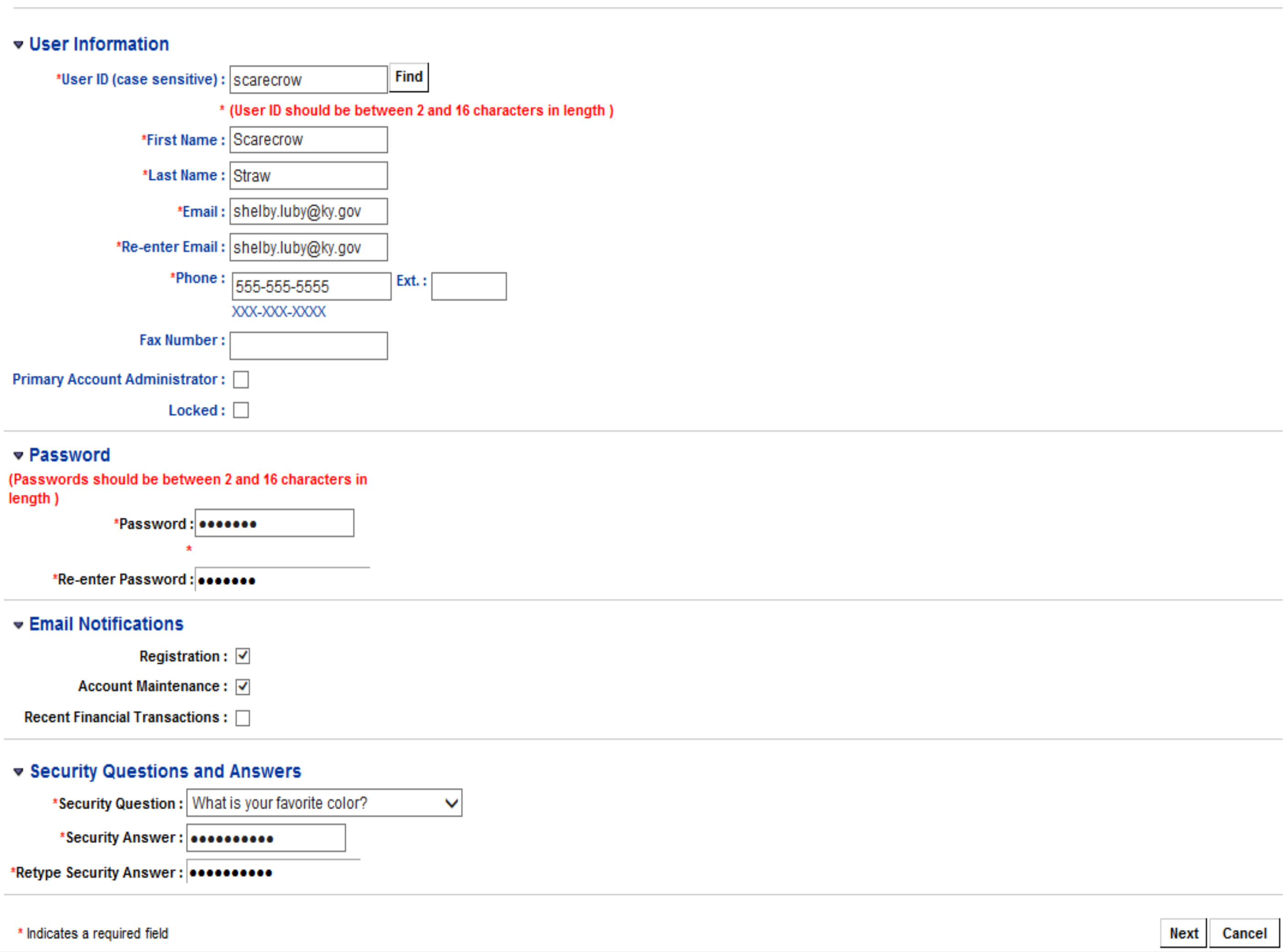
How to add a User to your Vendor Self Service (VSS) record

1. Login to your account (only the Primary Account Administrator can add a new user)
2. Go to the Users tab



3. Click on Add
4. Complete the information on the Add Account Users page



5. Click Next to select their Access Levels

Access Levels

Select one Primary Access Level and any Optional Access Levels.

User ID : scarecrow
First Name : Scarecrow
Last Name : Straw

Primary Access Level

Select one primary access level to be assigned to the user.

	Access Level	Description
○	Account Administrator	Account Administrator users have the ability to add account users, and assign access levels to each user. They may also update the Account Information and User's information. They will also have the ability to view financial transactions pertaining to the account. Account Administrator users will also be capable of updating their own profile information.
◉	Full Access	Full Access users may only update the account Information other than User Information. They will also have the ability to view financial transactions pertaining to the account. Full Access users will only have the ability to update their own profile information.
○	Display Only	Display Only users will be able to view the Account Information other than User Information. They will also have the ability to view financial transactions pertaining to the account. Display only users will only have the ability to update their own profile information.

Optional Access Levels

Select any optional access levels to be made available to the user.

	Access Level	Description
☑	Create Invoice	This optional level allows a User to create an invoice. All Users can view invoice information but a User must have this access level to create an invoice.
☑	Create Solicitation Response	This optional level allows a User to respond to solicitations.All Users can view solicitations but a User must have this access level to create a response
☑	Query Tax Information	Query Tax Information will allow a user to view tax information for their account

Save | Back | Cancel

6. Click Save which will then allow you to Verify that the User has been added

Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.

User ID	First Name	Last Name	Access Level	Account Status		
dorothy	Dorothy	Red	Account Administrator	Active	View/Modify	Delete
scarecrow	Scarecrow	Straw	Full Access	Active	View/Modify	Delete

First | Prev | Next | Last