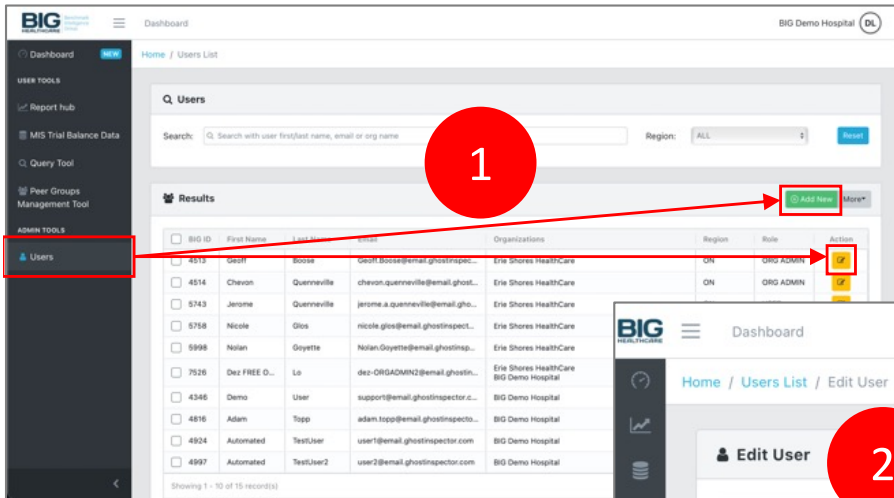


How-to

Manage your users: Organizational Administrators only



Click “Users” in left navigation and then “Add New” button or the yellow edit button.

Complete all details and select a “Role”:

1. **Org Admin.** Can add new users for your organization.
2. **User.** This is the standard user type and has access to all portal features, except Add User.

