## Adding Other Users to Your PaymentWorks Account – Quick Guide

PaymentWorks allows suppliers to have more than one user account associated with the PaymentWorks platform. Once you have created your user profile within PaymentWorks, you will gain access to allow other users to create an account associated with your company's PaymentWorks profile as well.

- This may be used when you are not the individual who should be completing the registration form for the supplier.
- This may be used to create back-up data maintenance accounts so that if one user does leave your company, there is always a back-up setup with access to maintain your company's data.
- 1. Click the 'Account' tab on the top right of the PaymentWorks screen.
- 2. Click on 'Manage Other Users' under 'Administrator Setup' in the left sidebar.
- 3. Click the 'Add User' button on the bottom right side of the screen.

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Personal setup	Ma	nage Other Users						Ne	ed help 🔞
Personal information		LAST, FIRST NAME		EMAIL	TITLE	FORWARD MESSAGES	LAST LOGIN	EDIT	DELETE
Administrator setup	When	a new user is added, th	ney will receive an	There are cu email with a one-time p	rrently no additional users assword they can use to le	ogin to PaymentWorks.			
Manage Other Users >								0	Add user

- 4. Provide profile information for the invited colleague. **NOTE:** You may only invite users who do not have an existing PaymentWorks account.
- 5. Click the '**Save**' button at the bottom right of the form. The intended user will receive an email invitation along with a link to log into PaymentWorks.

First Name:		
Last Name:		
Email:		
Confirm Email:		
Telephone:	(201) 555-5555 ext 123	
Title:		
Forward Messages to Email:		
Default-language:	English	~

6. Once a user has been added under the 'Manage Other Users' section, you can update information about an account user or remove the user's access from the account. The edit and delete controls are shown in the columns on the right.

Personal setup	Manage Other Users						Need help 🔞		
Personal information	LAST, FIRST NAME	EMAIL	TITLE	FORWARD MESSAGES	LAST LOGIN	EDIT	DELETE		
Administrator setup	Smith, John	JohnSmith1@mail.com	Assistant		Tue Sep 15 2020 at 11:14:32 PM	/	×		
Manage Other Users >	When a new user is added, they	will receive an email with a one-time pa	ssword they can use	e to login to Payı	nentWorks.		Add user		