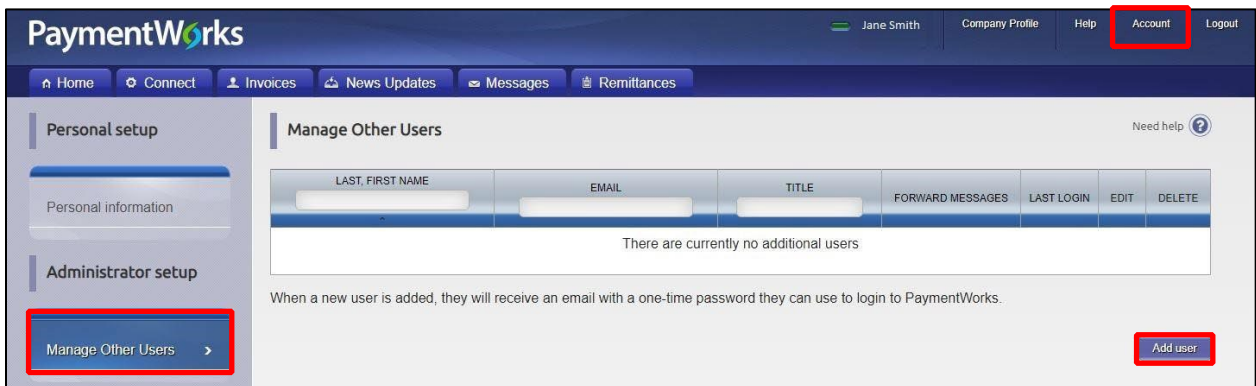


Adding Other Users to Your PaymentWorks Account – Quick Guide

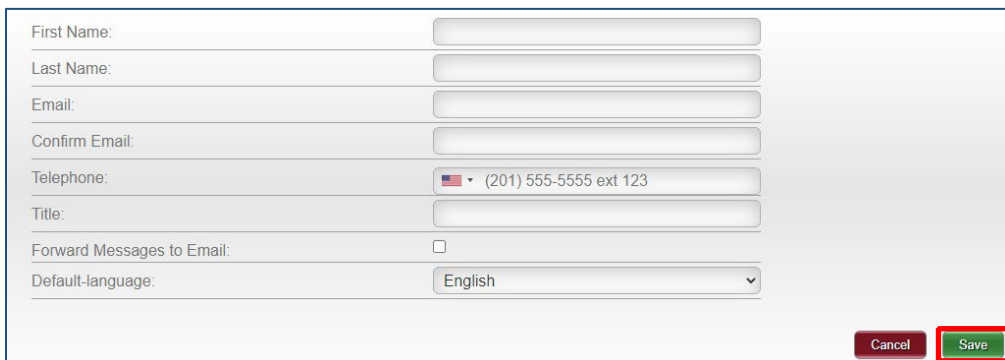
PaymentWorks allows suppliers to have more than one user account associated with the PaymentWorks platform. Once you have created your user profile within PaymentWorks, you will gain access to allow other users to create an account associated with your company's PaymentWorks profile as well.

- 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.



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.



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

Personal information

Administrator setup

Manage Other Users >

Manage Other Users

Need help ?

LAST, FIRST NAME	EMAIL	TITLE	FORWARD MESSAGES	LAST LOGIN	EDIT	DELETE
Smith, John	JohnSmith1@mail.com	Assistant		Tue Sep 15 2020 at 11:14:32 PM		

When a new user is added, they will receive an email with a one-time password they can use to login to PaymentWorks.

Add user