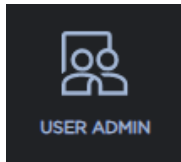


In order to manage existing users, the Admin or Delegate logs in and then navigates to the 'User Admin' icon in the left hand navigation:



Once on this page, they can switch to the 'Manage User' tab to start the workflow where they will see the list of their users:

\*Please note that if the User Type = Delegate, those users can ONLY be seen and managed by the Admin

The screenshot shows the 'User Admin' interface with the 'Manage User' tab selected. It displays a table of users with columns for User Name, User Type, and User Status. Each row includes a 'DISABLE' button. The table contains 8 records, with the first 7 visible. The first row is highlighted in light blue.

User Name	User Type	User Status
BMTUSERREGGGBMTUSERREG12	User	Enabled
GJGYJG	User	Enabled
PINE03	User	Enabled
SNOWFLAKE02	Delegate	Enabled
TESTING521	User	Enabled
TSTGROUPADMINNEW45001	Delegate	Enabled
TSTGROUPADMINNEW450012	User	Enabled
USERNEW	User	Enabled

1-8 of 8 Records

From this list, the user could select 'Manage User' to update details about the user:

\*Please note that User Name is not a field that can be updated

### Update User Info ✕

User Name:

First Name:

Last Name:

Company Name:

Email Address:

A user could also select 'Authorizations' in order to view that user's authorizations or to start the workflow to Edit their authorizations:

### User Authorizations

[<< Back to Users List](#)

#### Viewing Authorizations

Selected User: TESTING521 User type: User Payer: [redacted] Group: 4500

Auth given	Subgroup ID	Subgroup Name	Eligibility Access	Billing Report
<input checked="" type="checkbox"/>	0001	SUBCLIENT_57397	Update	<input checked="" type="checkbox"/>


1-1 of 1 Records 1

After clicking 'Edit' the user is given options in how they wish to modify their authorizations.

## User Authorizations

### Managing Authorizations

Selected User: TESTING521 User type: User

Payer:  Group: 4500

- Select for all SubGroups
- Select to customize SubGroups
- Create Delegate - a user who can create users and manage authorizations on your behalf
- Revoke authorizations for the group

SAVE

CANCEL

After clicking the radio button for 'Select for all Subgroups' the page expands and the user can make the necessary changes:

## User Authorizations

### Managing Authorizations

Selected User: TESTING521 User type: User

Payer:  Group: 4500

- Select for all SubGroups
- Select to customize SubGroups
- Create Delegate - a user who can create users and manage authorizations on your behalf
- Revoke authorizations for the group

<input type="checkbox"/>	Subgroup ID	Subgroup Name	Eligibility Access	Billing Report <input type="checkbox"/>
<input checked="" type="checkbox"/>	0001	SUBCLIENT_57397	Update	<input checked="" type="checkbox"/>

1-1 of 1 Records

1

SAVE

CANCEL

In this instance their ability to view Billing Reports was removed:

## User Authorizations

### Managing Authorizations

Selected User: TESTING521 User type: User Payer: [ ] Group: 4500

Select for all SubGroups  
 Select to customize SubGroups  
 Create Delegate - a user who can create users and manage authorizations on your behalf  
 Revoke authorizations for the group

<input type="checkbox"/>	Subgroup ID	Subgroup Name	Eligibility Access	Billing Report <input type="checkbox"/>
<input checked="" type="checkbox"/>	0001	SUBCLIENT_57397	Update	<input type="checkbox"/>

1-1 of 1 Records 1

**SAVE** **CANCEL**

After saving, the user can view the new authorizations and then use the 'Back to Users List' to manage more users:

[<< Back to Users List](#)

### Viewing Authorizations

Selected User: TESTING521 User type: User Payer: [ ] Group: 4500 **EDIT**

Auth given	Subgroup ID	Subgroup Name	Eligibility Access	Billing Report
<input checked="" type="checkbox"/>	0001	SUBCLIENT_57397	Update	<input type="checkbox"/>

1-1 of 1 Records 1

The last thing that can be done on behalf of a user is to 'Enable' or 'Disable' them:

### User Status

Enabled	<b>DISABLE</b>
Enabled	<b>DISABLE</b>
Disabled	<b>ENABLE</b>
Disabled	<b>ENABLE</b>
Enabled	<b>DISABLE</b>

You would disable a user if they have moved departments or parted ways with the company or for any other reason that they should no longer have the ability to log into the toolkit.