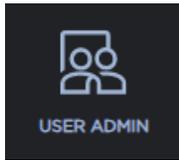


In order to manage existing users, the Admin or Delegate logs in and then navigates to the 'User Admin' icon in the left hand navigation:



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 a green header. Below the header, there are two tabs: 'Create User' and 'Manage User', with 'Manage User' being the active tab. The main content area is titled 'Users List' and contains a table with the following columns: 'User Name', 'User Type', 'Manage User', 'Authorizations', and 'User Status'. The 'User Status' column shows 'Enabled' for all users, and each row has a 'DISABLE' button. The table lists 8 users, including one 'Delegate' user (SNOWFLAKE02). At the bottom left, it says '1-8 of 8 Records' and at the bottom right, there is a page number '1'.

User Name	User Type	Manage User	Authorizations	User Status
BMTUSERREGGGBMTUSERREG12	User	Manage User	Authorizations	Enabled <b>DISABLE</b>
GJGYJG	User	Manage User	Authorizations	Enabled <b>DISABLE</b>
PINE03	User	Manage User	Authorizations	Enabled <b>DISABLE</b>
SNOWFLAKE02	Delegate	Manage User	Authorizations	Enabled <b>DISABLE</b>
TESTING521	User	Manage User	Authorizations	Enabled <b>DISABLE</b>
TSTGROUPADMINNEW45001	Delegate	Manage User	Authorizations	Enabled <b>DISABLE</b>
TSTGROUPADMINNEW450012	User	Manage User	Authorizations	Enabled <b>DISABLE</b>
USERNEW	User	Manage User	Authorizations	Enabled <b>DISABLE</b>

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.