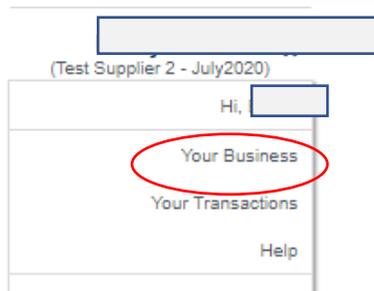


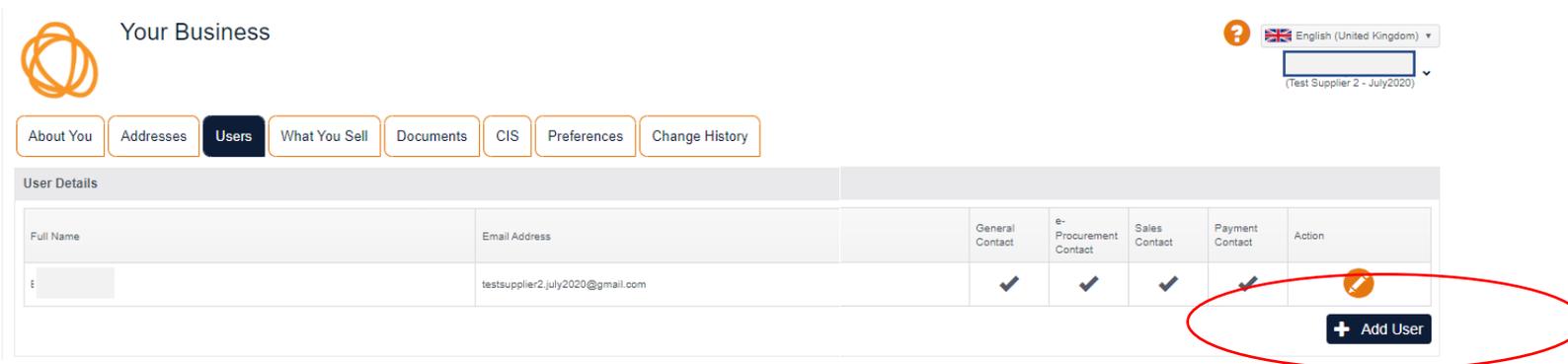
Proactis – guidance to add user or change access to Administrator

1. From the Supplier Network Landing page, Go to **“Your Business”**:

(in the dropdown list under your user name top right of screen) ...



2. Select the **“Users”** tab, then under **“Action”** select **“Add User”**



3. In the “**User details**” pop up, complete the mandatory information and tick “**user is an administrator**”. Click OK to complete

The screenshot shows a dialog box titled "Add/Amend User" with two tabs: "User Details" (selected) and "Contact Type". The "User Details" tab contains the following fields and options:

- Email Address ***: Text input field.
- Telephone Number ***: Text input field.
- First Name ***: Text input field.
- Mobile Number**: Text input field.
- Surname ***: Text input field.
- Fax Number**: Text input field.
- User is an Administrator**: checkbox with an information icon.
- Username same as Email address**: checkbox.
- Address**: Dropdown menu showing "David Beckham, 100 Beekingham Palace...".
- Language**: Dropdown menu showing "English (United Kingdom)".

At the bottom right, there are "OK" and "Cancel" buttons. A red circle highlights the "User is an Administrator" checkbox.