Adding a user
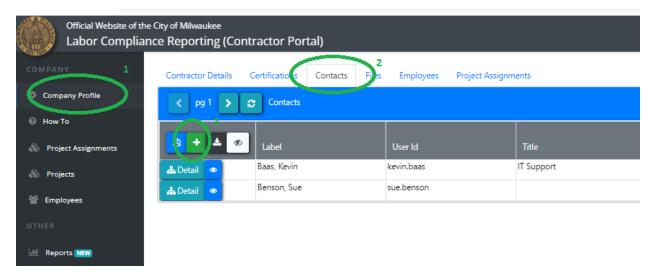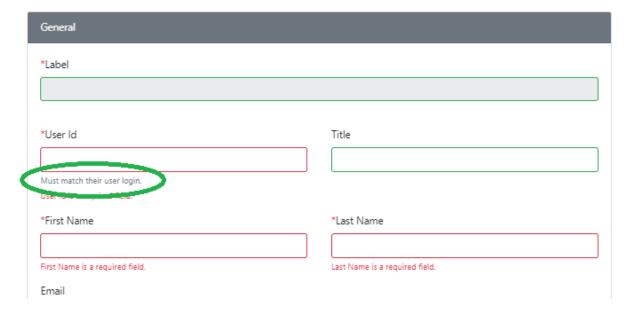
1) If the user doesn't already have a LoginMKE account, they need to first register one. Instructions for that are available in the "**Managing your LoginMKE account**" documentation.
2) Under company profile, go to the "Contacts" tab, and hit the green "+" icon to create a new contact.
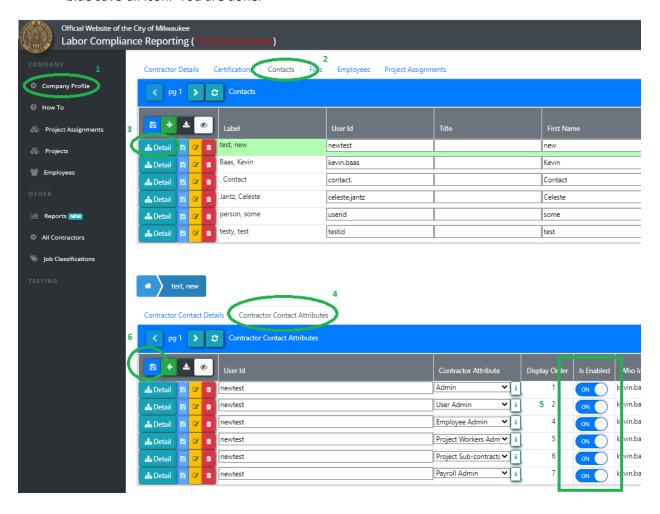

3) Enter in the required information and hit "Create". You are done.

Note: their "User id" must match the username they created for LoginMKE.

Changing a user's access.

1) Go to the "Contacts" tab in "Company Profile", and click "Details" on the user record.
2) Go to the "Contractor Contact Attributes" tab, update the permissions as you like, and hit the blue save-all icon. You are done.

Removing a user's access

1) Go to the "Contacts" tab in the "Company Profile"
2) Click the red delete button on the user whose access you want to remove. You will be asked for confirmation. Say yes. You are done.