

# Managing Application Users



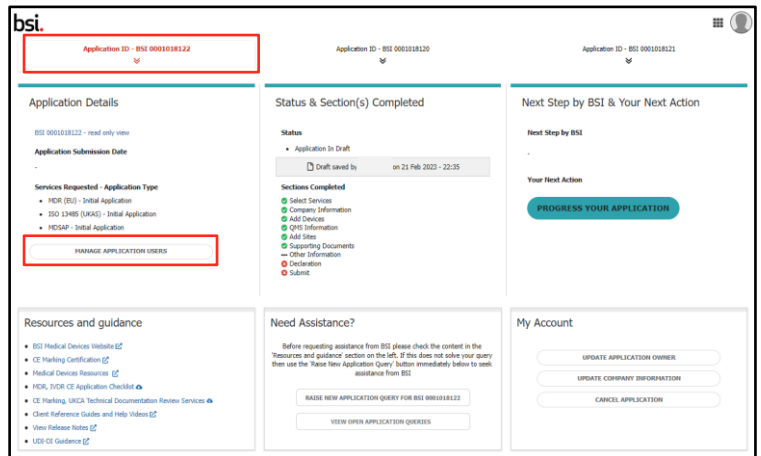
## Managing Application Users Overview

An application can have 1 Application Owner and up to 5 Application Editors. This document will outline how to add, remove, and edit Application Editors. Only the Application Owner can manage an application's users.

### Step 1 → Manage Application Users

From the homepage of the portal, select the application that you are the Application Owner for and would like to manage users for from the top bar. If you only have access to one application it will be automatically selected.

In the Application Details section on the top left select **MANAGE APPLICATION USERS**.



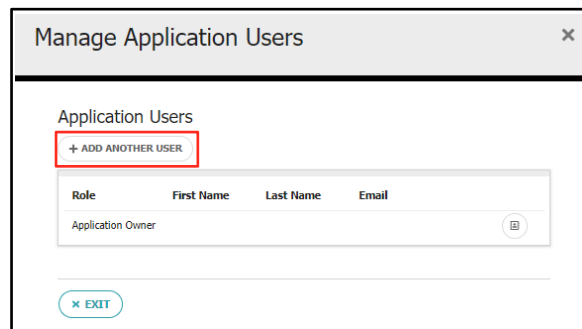
The Manage Application Users screen will open. This will list the current Application Owner and any current Application Editors

### Step 2 → Adding an Application Editor

To add an Application Editor select **+ADD ANOTHER USER** from the Manage Application Users screen.

You will need to add a **first name**, **last name**, and **email address** for your application editor. Please note you will not be able to add the same email as a user with current access to the application.

Click outside of the Email field to allow the Submit button to become available to select.



Adding an Application Editor to your application will allow them to make edits to the application.

First Name\*  0/35

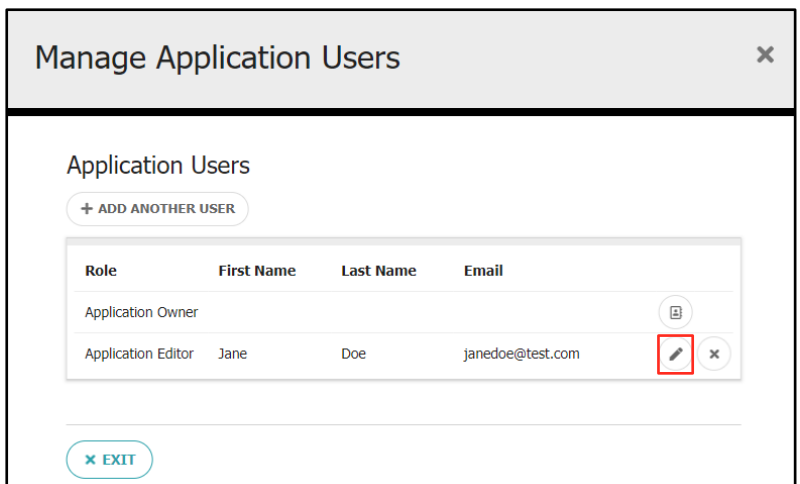
Last Name\*  0/35

Email\*  0/76

### Step 3 → Edit an Application Editor

To edit a current Application Editor open the Manage Application Users screen by selecting Manage Application Users from the Application Details section of the landing page.

Then select the pencil icon to the right of the Application Editor's information that you would like to edit.



# Managing Application Users

## Managing Application Users (continued)

### Step 3 → Editing Application Editors (continued)

You are able to edit the First Name and Last Name of the Application Editor. To change the email you will need to remove the Application Editor and add them again with the corrected or new email.

### Step 4 → Removing an Application Editor

To remove a current Application Editor open the Manage Application Users screen by selecting Manage Application Users from the Application Details section of the landing page.

Remove an Application Editor by selecting the X icon to the right of the Application Editor's information.

When you select the remove icon you will receive a warning message that you are removing an Application Editor. Select **CONFIRM** to remove the Application Editor or **CANCEL** to go back to the Manage Application Users page.

Note that you cannot remove an editor while they are actively editing an application.

**Tip:** An Application Editor cannot fill in the Declaration section of an application, Submit the application to BSI, or review and sign a Draft Contract. These actions can only be performed by an Application Owner.

To change an Application Owner please see the guidance document "Updating your Application Owner or Company Information Details".