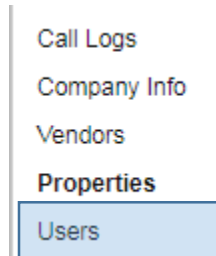


Accessing/Updating your User Info in the SuperTender's CRM

During your onboarding, we will assign you a user name and password to access the SuperTender's CRM. After gaining access, you are able to assign additional users to your portfolios for your convenience.

Select 'Users' from the main navigation.



This will show you the user id that was uploaded to your portfolio during your setup and onboarding.

Status	Name	UserName	Portfolio	Roles
Active	Monica hubbard	monicah@supertenders.com	**TEST ONLY**SuperTenders-Business Development-**TEST ONLY**	Customer

Select the record to see the user setup.

Save
Change Password

Customer:	**TEST ONLY**SuperTenders-Business Development-**TEST ONLY**
User Name:	monicah@supertenders.com
First Name:	<input type="text" value="Monica"/>
Last Name:	<input type="text" value="hubbard"/>
Email:	<input type="text" value="monicah@supertenders.com"/>
Manage Users:	<input checked="" type="checkbox"/>
Disabled:	<input type="checkbox"/>

You are able to edit all information that is in a white box. You can change the name and/or e-mail for the user. This is for log-in purposes only. This will not change the e-mail for who is supposed to receive your call logs. This can only be updated in the company information. You may also assign users the rights to manage other users. This will allow them to make changes and assign/change passwords. Remember to click "save"

To change the password for the user, select “change password”.

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Change Password

Password:

Confirm Password:

Save Close

You can now assign a new password for the portfolio.

To create a new user, select “Create” from the user main navigation.

Create

Users

All

You can now enter the information for the new user. For a new user setup, the password is assigned during this step. You can also select whether or not this user can manage other users. All fields must be completed.

Save

Customer: **TEST ONLY**SuperTenders-Business De

User Name:

First Name:

Last Name:

Email:

Password:

Confirm Password:

Manage Users:

In the event you lose your password to the CRM, the fastest way to reset it is to select “Forgot Password” from the main login screen. This is an automated process and will send you reset instructions directly to your e-mail.

UserName

Password *

[Forgot Password?](#)

To change any of your user profiles or for assistance updating your user information, you can contact us at solutions@supertenders.com.