Add New User

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There are two ways of adding a new user to the Vendor Portal outlined below.

Option 1

Records > Vendors > Edit

On the edit vendor screen there is a vendor portal button.

The info within this dialog box will auto populate based on the information on the vendor edit page:

- **Name:** The username for the specific vendor. It will initially default to the Vendor name.

- **Full Name:** Based on the Payment Name given on vendor edit screen

Send Email Notification After Save:

- When checked this will send an auto generated email with the username, temporary password, and link to access vendor portal to the email associated with the vendor. As shown in screenshot below.

Send Password Reset Email After Save:

- A password reset can be sent to the Vendor if they are unable to login at any point. This will send an auto generated password via email listed on the vendor.
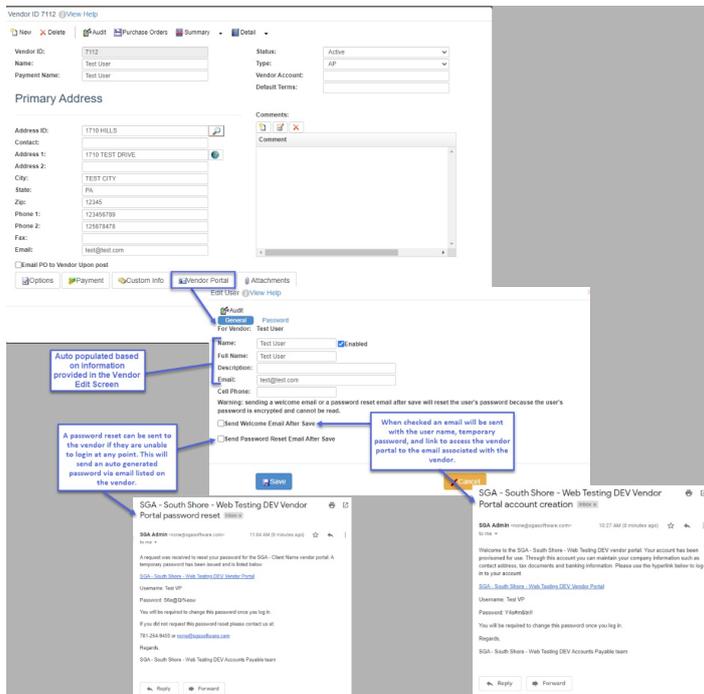
Option 2

Sign On > Vendor Portal Users

You can add a New VP User from the list of already created vendors in the system or to edit an existing VP user on this screen.

- **New:** You will select the magnifying glass to search choose from the Vendors within the system. You will then be able to send them the welcome email as well as reset passwords from this page.

- **Edit:** The Vendor information is already filled in. You can send a password reset email if needed or resend the welcome email.

Send Email Notification After Save:

- When checked this will send an auto generated email with the username, temporary password, and link to access vendor portal to the email associated with the vendor. As shown in screenshot below.

Send Password Reset Email After Save

- A password reset can be sent to the vendor if they are unable to login at any point. This will send an auto-generated password via email listed on the vendor.