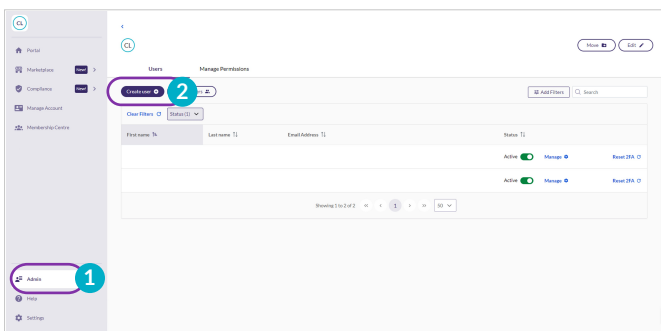


# How to create a new user on your Constructionline account

▲ To add a new user, you must have admin rights on your account

**Step 1:** Once you have signed in to the platform navigate Admin tab on the left-hand navigation.

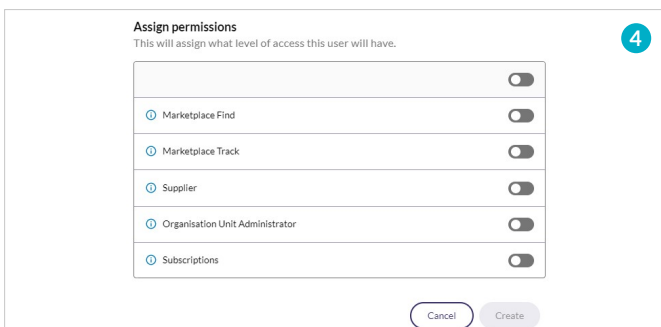
**Step 2:** Select 'Create User'.



**Step 3:** Add the new user's details, including first and last name and email.



**Step 4:** Assign the new user's permissions. Explanations of levels of access you can give to a user on the right.



Once you have selected your permissions, select 'Create', the user will receive an email to set their password.

## Levels of access:



### Marketplace Find:

**Gives them access to the Marketplace Find App**

Ideal for anyone trying to win new business allowing them to quickly search through hundreds of thousands of jobs from a wide range of portals and get instant, tailored results that are relevant to them.



### Marketplace Track:

**Gives them access to the Marketplace Track App**

This will allow the individual to receive expressions of interest from new and existing buyers and respond to multiple opportunities with our handy "thumbs up" feature.



### Supplier Functionality:

**Gives them access to manage compliance**

Allowing them to complete, upload and submit the compliance documents to help you stay verified.



### Organisation unit Administrator:

**Gives them access to all of the areas of your account and allows them to add users.**



### Subscriptions groups for the subscription app:

**Grants them access to manage account and membership centre areas of the platform.**

This gives them the ability to renew or upgrade your membership, as well as the option to download your invoices.