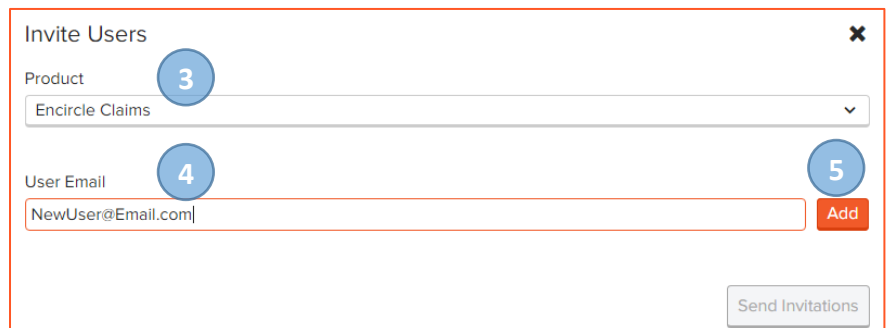
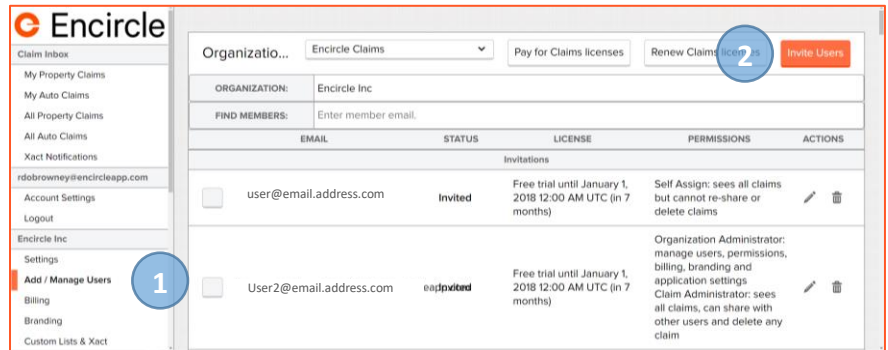


Note: Use a Google Chrome browser to achieve the best performance and pricing automation.

## Adding New Users

1. Go to **Add / Manage Users**.
2. Press **Invite Users**.
3. Select the **Encircle Product** for the new user.
4. Enter the **User Email** address.
5. Press **Add or Enter**
6. Repeat the process to add additional users.
7. A preview of the user email addresses is displayed.
8. Press **Edit** to change the email address or **Delete** to remove the specific invitation.
9. Press **Send Invitations**. This will email the users their invitations.
10. You can select licenses to buy at this time or close the window and do later.



# Manage Users

1. Go to **Add / Manage Users**
2. From this screen you can view the user invitation status, edit and re-invite, set permissions, edit the email address, set passwords, manage licenses as well as delete users.

Organization Members

Encircle Claims ▼ Pay for Claims Licenses Invite Users

EMAIL	STATUS	LICENSE	PERMISSIONS	ACTIONS
<input type="checkbox"/> newuser2@email.com	Invited	Free trial until Jan 1 2050 UTC (in 34 years)	Can self-assign to any claim	
<input type="checkbox"/> newuser3@email.com	Invited	Free trial until Jan 1 2050 UTC (in 34 years)	Can self-assign to any claim	
<input type="checkbox"/> newuser@email.com	Invited	Free trial until Jan 1 2050 UTC (in 34 years)	Can self-assign to any claim	
<input checked="" type="checkbox"/> user@email.address.com	Active (Free Trial)	Free trial until Jan 1 2050 UTC (in 34 years)	Manage Organization Access to all claims Can self-assign to any claim	
<input type="checkbox"/> rick.demo.email+ad@gmail.com	Active (Free Trial)	Free trial until Jan 1 2050 UTC (in 34 years)	Can self-assign to any claim	

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- Edit Email Address
- Edit Password
- Edit Permissions
- Change Product

## Edit Email Address

1. Click on the **Pencil (Edit)** icon.
2. Select **Edit Email Address** from the list.
3. Enter and confirm the **User's New Email Address**.
4. Enter your **Admin Password** and press **Save Password**.

Edit Password ✕

User's New Password 3

Confirm User's New Password

Your Password (user@email.address.com) 4

Save password


## Edit Password

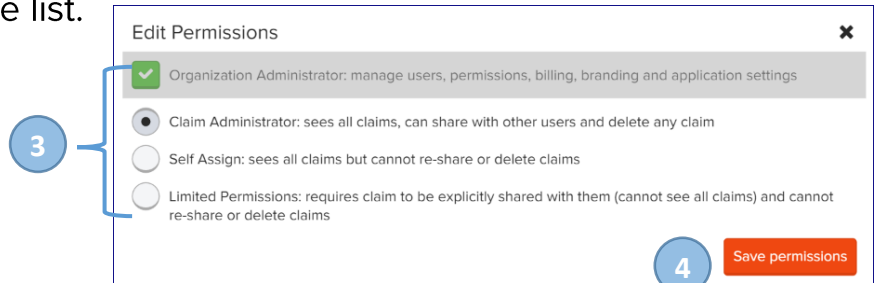
1. Click on the **Pencil (Edit)** icon.

2. Select **Edit Password** from the list.
3. Enter and confirm the **User's New Password**.
4. Enter your **Admin Password** and press **Save Password**.



## Edit User Permissions

1. Click on the **Pencil (Edit)** icon  (or click on the **Permissions field**).
2. Select **Edit Permissions** from the list.
3. Select the various **Permissions**.
4. Press **Save Permissions**.



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Description of Permissions:

**Organization Administrator:** default administrator level, provides ability to manage Billing, Branding, Users, Custom Lists.

**Claim Administrator:** sees all claims, can share with other users and delete any claim

**Self-Assign:** sees all claims but cannot re-share or delete claims

**Limited Permissions:** requires claim to be explicitly shared with them (cannot see all claims) and cannot re-share or delete claims

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