

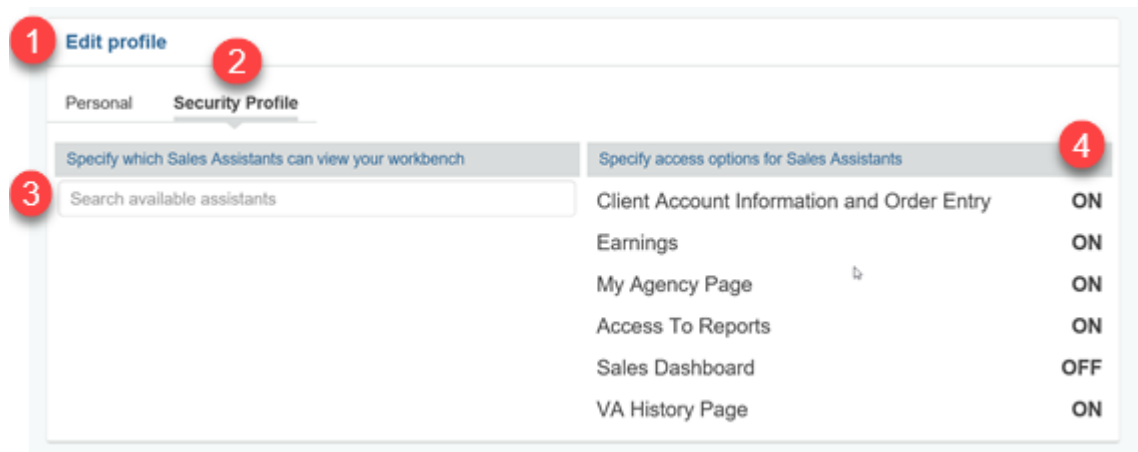
Delegating Super User Access

MMLIS Workbench

Description Learn how to delegate super user access for Workbench to support staff with “AE” numbers.

Delegating Access **NOTE!** All support staff must be fingerprinted or registered prior to providing them access. The original request must be submitted by the Agency Security Administrator via a Field Security Request.

- From MMLIS Workbench, select your Rep ID or name hyperlink.
- On the **Edit profile** page, select **Security Profile**.
- Two sections will display on this page, and any the names of any current super users will display appear on the left side.
- A search can be conducted by name in the box to find additional associates in the agency.
- On the right side of the screen the security settings are displayed.
- Choose which options should be enabled (**ON**) or disabled (**OFF**) for super users.
- Access rights cannot be specified per user. Access options selected will apply to all chosen support staff—i.e. all super users and all proxy users.



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