# How to create a new user on your Builder's Profile 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'.

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

Create user		×
This will create a user within		
First name	Last name	
First name	Last name	

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

O Marketplace Find	
<ol> <li>Marketplace Track</li> </ol>	
<ol> <li>Supplier</li> </ol>	
<ol> <li>Organisation Unit Administrator</li> </ol>	
③ Subscriptions	

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.



#### 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.



#### Gives them access to manage compliance

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

### Organisation unit 828 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.