

Administrator – Add or Edit User

Access to Agency Codes

Agent Center



Description

This job aid reviews how Multi Admin Administrators can add or edit users to codes in Agent Center. Administrators have several options when adding or editing users to agency codes in Agent Center. Select the appropriate link to advance to the desired procedure:

- [Add a New User to the Main Agency Code Only](#)
- [Add a New User to the Agency Main Code and/or Sub-code\(s\)](#)
- [Give Existing User Access to Additional Codes](#)

Add a New User to the Main Agency Code Only

Step 1

Action	Screen
<p>From Agent Center Workspace:</p> <ul style="list-style-type: none">• Select the “Agency” tab. <p>Under the “User & Agency Maintenance section:</p> <ul style="list-style-type: none">• Select “Agent Center administration”.	

Step 2

Action	Screen
<p>On the “Agent Center Administration” screen, from the “Manage Users” tab:</p> <ul style="list-style-type: none">• Select “Add User”.	

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Agent Center



Add a New User to the Main Agency Code and/or Sub-code(s)

Step 1

Action	Screen
<p>On the “Agent Center Administration” screen, from the “Manage Users” tab:</p> <ul style="list-style-type: none">Select the desired agency from the drop-down list.Select the “Add User” button.	

Step 2

Action	Screen
<p>On the “Add User” screen:</p> <ul style="list-style-type: none">Select the sub-code(s) to which you want the user to have access. <div><p>! If you want the new user to have access to all “subcodes” that the agency is associated with, select the checkbox directly under the “Associate” column (“Select All/None”).</p><p>This will select all the codes and will associate that user to all codes listed.</p></div> <ul style="list-style-type: none">Select the “Submit” button.	

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Give Existing User Access to Additional Agency Codes

Step 1

Action	Screen
<p>From the “Manage Users” screen:</p> <ul style="list-style-type: none">Conduct a search for the user you want to edit by entering the search criteria and selecting “Search”.Select the “Edit” icon (pencil) for the user you wish to edit.	

Step 2

Action	Screen
<p>On the “Edit User” screen:</p> <ul style="list-style-type: none">Select the code(s) to which you want the user to have access. You may select as many of the codes in the list as you want.Select “Submit”. <div><p>! If a user requires access to additional codes and you do not select those codes here, that user will not be granted access to them.</p></div>	

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