

Digital portal: Adding a user with provider access

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Gingerbread Care

Provider number: SP2000123456

Provider status: **REGISTERED**

Registered address: 12 Any Street
Anytown
AN1 TWN

Actions

Apply to register a new service

You must confirm your provider details are up-to-date by checking the box at the bottom of page before you can apply to register a new service.

Select the tab for "User access"

Provider details | **User access** | Manage services | Applications

Add user

Username	Email address	Access
ChloeM123	chloe.matthews@example.com	Provider

Gingerbread Care

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Registered address: 12 Any Street
Anytown
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Actions

Apply to register a new service

You must confirm your provider details are up-to-date by checking the box at the bottom of page before you can apply to register a new service.

Click this button to add a new user.
Note: The user will need to create their own portal account before they can be added.

Provider details | User access | **Manage services** | Applications

Add user

Username	Email address	Access
ChloeM123	chloe.matthews@example.com	Provider

Gingerbread Care

SP2000123456

! The user will be able to make changes to the provider and all services associated with it. If they are only to have access to service(s), you should add them from that service.

User details

Please provide the username and email address of the user you would like to add.

Enter their username

kidz10000

Enter their email address

a.smith@example.com

Add user [Cancel](#)

Enter a username and email then click Add User.

BETA This is a new service - please [email us your feedback](#) to help us improve it.

Confirm user Gingerbread Care

! Please check and confirm the user details below

User details

Username kidz10000

Email address a.smith@example.com

If this is not the correct user, please choose a different user.

Confirm user [Choose a different user](#)

Click to confirm.

BETA This is a new service - please [email us your feedback](#) to help us improve it.

Gingerbread Care

SP2000123456

**kidz10000 has been given access
to Gingerbread Care**

kidz10000 can manage the provider and all of its associated services.
You can remove their access at anytime from the [Manage users](#) tab.

Return to provider overview

Click to return to provider overview.

BETA This is a new service - please [email us your feedback](#) to help us improve it.

Gingerbread Care

Provider number: SP2000123456

Provider status: **REGISTERED**

Registered address: Gingerbread House
Anytown
DD1 4NY

Actions

[Apply to register a new service](#)

You must confirm your provider details are up-to-date by checking the box at the bottom of page before you can apply to register a new service.

- Provider details
- User access
- Manage services
- Applications

[Add user](#)

Username	Email address	Access
ChloeM123	chloe.matthews@example.com	Provider
kidz10000	a.smith@example.com	Provider

[Remove user](#)

The new user is listed.

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