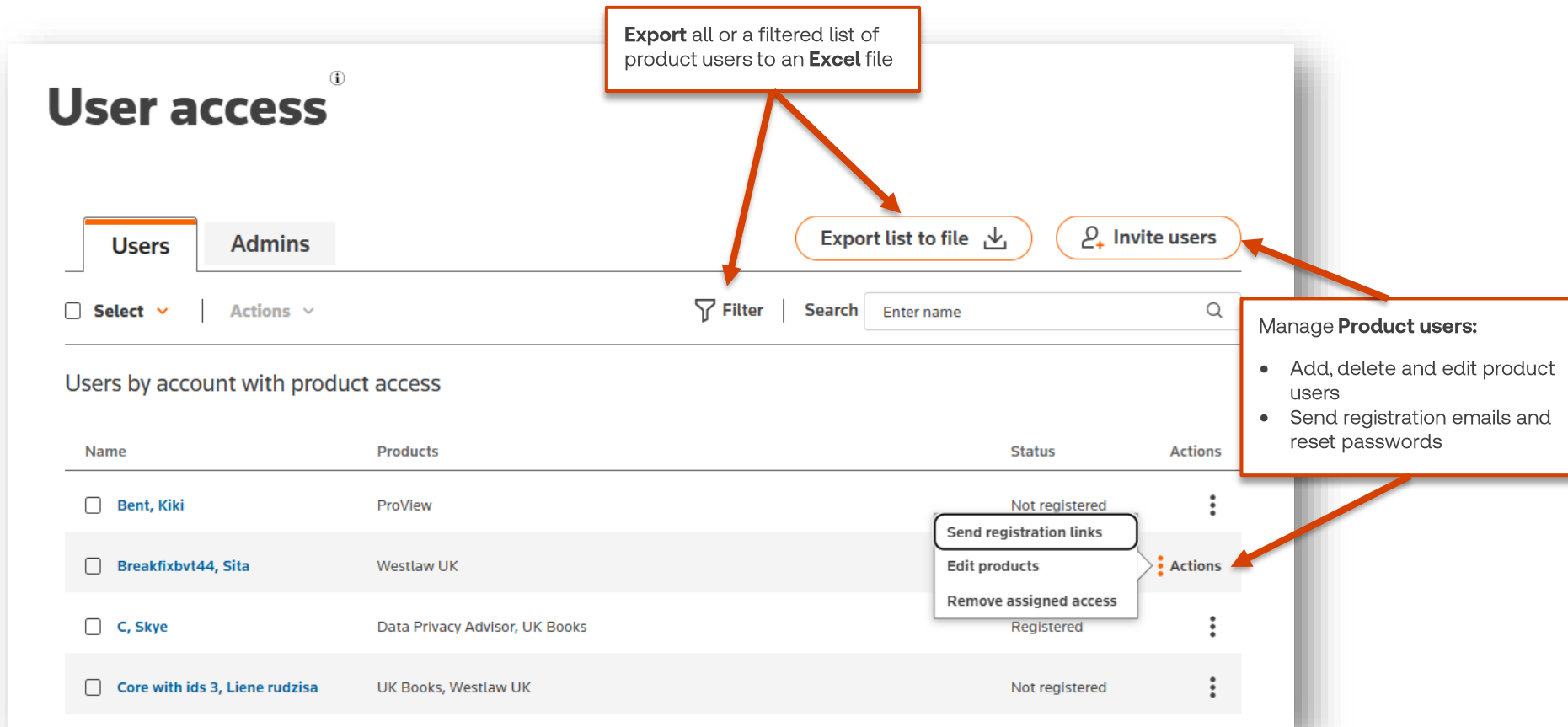


## Self Service Portal – Managing Users



**User access**

Users | Admins

Select | Actions

Filter | Search Enter name

Export list to file | Invite users

Export all or a filtered list of product users to an Excel file

Manage **Product users**:

- Add, delete and edit product users
- Send registration emails and reset passwords

Users by account with product access

Name	Products	Status	Actions
<input type="checkbox"/> Bent, Kiki	ProView	Not registered	⋮
<input type="checkbox"/> Breakfixbvt44, Sita	Westlaw UK		⋮
<input type="checkbox"/> C, Skye	Data Privacy Advisor, UK Books	Registered	⋮
<input type="checkbox"/> Core with ids 3, Liene rudzisa	UK Books, Westlaw UK	Not registered	⋮

Send registration links  
Edit products  
Remove assigned access

# Admins Tab

## User access <sup>i</sup>

Users Admins Invite users

Search

Name ↕	Permissions	Status	Actions
2nd edit, pvt	User Access	Not registered	⋮
Adam, Rose	Billing, User Access	Registered	⋮
Adam khan, Rose	Billing, User Access	Registered	⋮
AEUKI, Digital Ops	Billing, User Access	Registered	⋮

In the **Admin** tab, you can invite users and remove their **permissions** to access the **Billing** and/ or **User Access** tabs in **SSP**

**View** Permissions and Status of other **Admins**