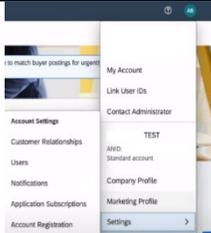
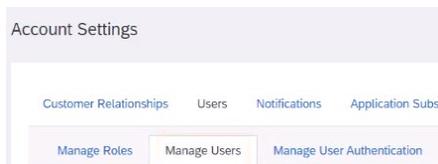


Granting Account Access to Other Users

In Ariba, more than one user can have access to the same account. This allows for multiple users to share the workload allows for division of tasks between different users. **Only the Account Administrator can grant access to an account to other users.** This can be done using the following steps:



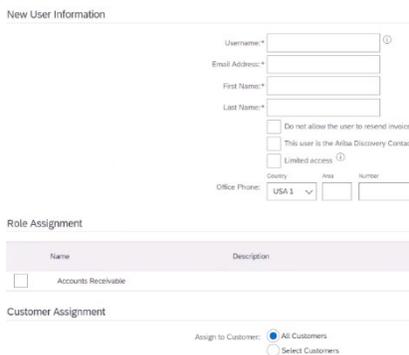
Log into your account and click on the user profile icon in the top right corner. In the drop-down menu, choose **Settings** and then **Users**.



In the account settings page, click the **Manage Users** tab.



On the bottom of the screen, click the + Icon to add a new user.



New User Information

Username* ⓘ
Email Address*
First Name*
Last Name*
 Do not allow the user to resend invoices
 This user is the Ariba Discovery Contact
 Limited access ⓘ
Office Phone: Country Area Number
Country: USA 1

Role Assignment

Name	Description
<input type="checkbox"/> Accounts Receivable	

Customer Assignment

Assign to Customer: All Customers Select Customers

In the user creation page, you will need to register the new user's user name (which must be in email format), email address. You will need to assign at least one **Role** to the new user. Additionally, you can choose if the new user will have access to all customers, or only to specific ones. Click **Done** at the top right of the screen when finished.

An email will be sent to the new user requiring them to complete their sub-user registration form. Once this is done, the new user will be active with the Role assigned them in the user creation process.