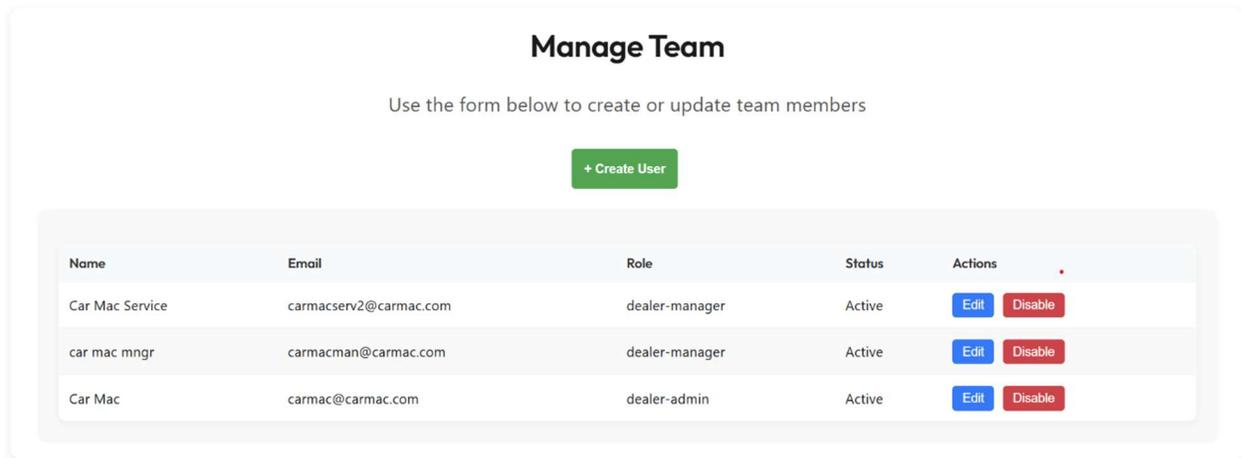This guide outlines the process for managing your team's user accounts.

Add, Remove and Update account users from the Manage Team page.

**1) Select** **+ Create User** **to create a new user.**

1. **Full Name.** Enter the person's name.

2. **Email**. Enter a valid email. This is how the user will login and receive information

3. **Role**. Use the dropdown to select a role.

   1. **Dealer Admins** have full account access and the ability to enable API.

   2. **Dealer Managers** may add/search members, manage users, and view reports and sales resources.

   3. **Dealer Users** may add/search members and view sales resources.

4. **Password.** Set a user password. Mix letters and numbers. Example: "BlueTruck27".

5. **Save.** Create the user and send a welcome email with password reset instructions.

6. **The user may access the portal from https://cprforcars.com/b2b-login/ using their email address as the username and password from step 4 above.**

2) Select Edit under the **Actions** section next to the user you would like to modify.

1. You may update the Name, Email, Role and Password of a current user.

2. Enter a password to set a new password.

3. Leave the password field unchanged to edit the account without changing the password.

4. **Click Save** to accept the changes.
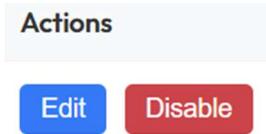
3) Select Disable under the **Actions** section to set a user's status to Disabled.

1. Disabled users will no longer have access to the portal.

2. Disabled users will remain visible on account for reporting purposes.

3. Disabled users will have a new action option that allow you Enable the account.

4. You may reuse an account by editing a user while it is enabled and changing all the user fields.

4) New Users receive a welcome email with instructions on accessing the portal and resetting their password.