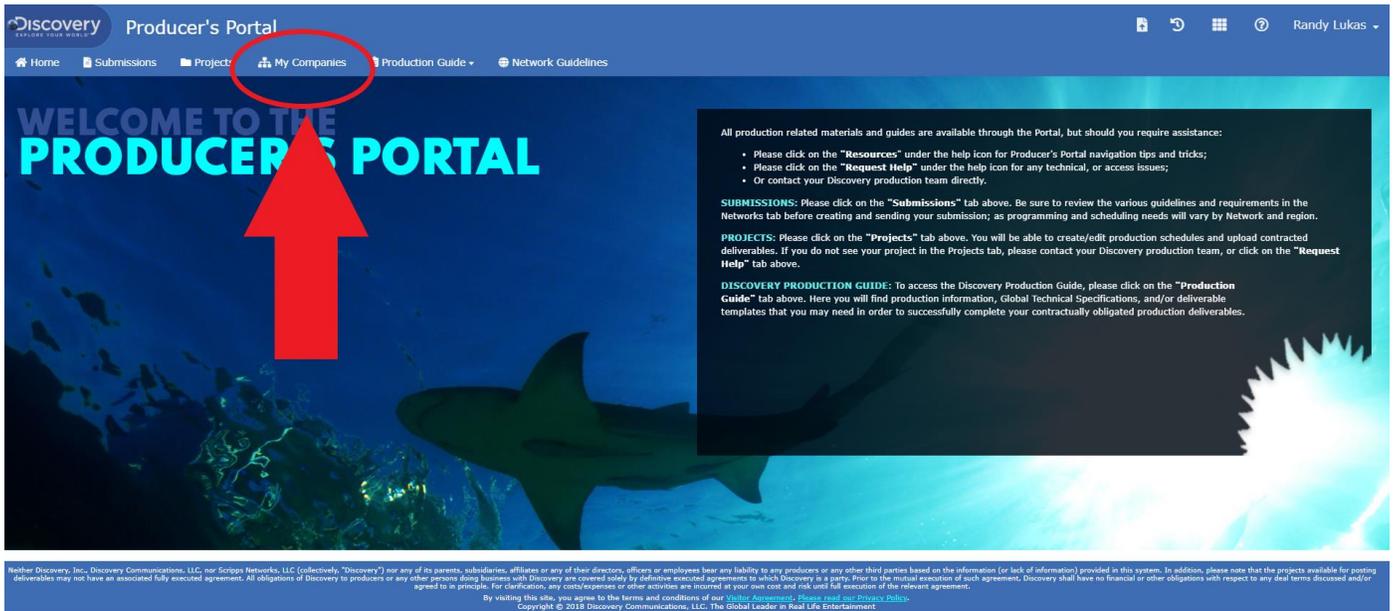


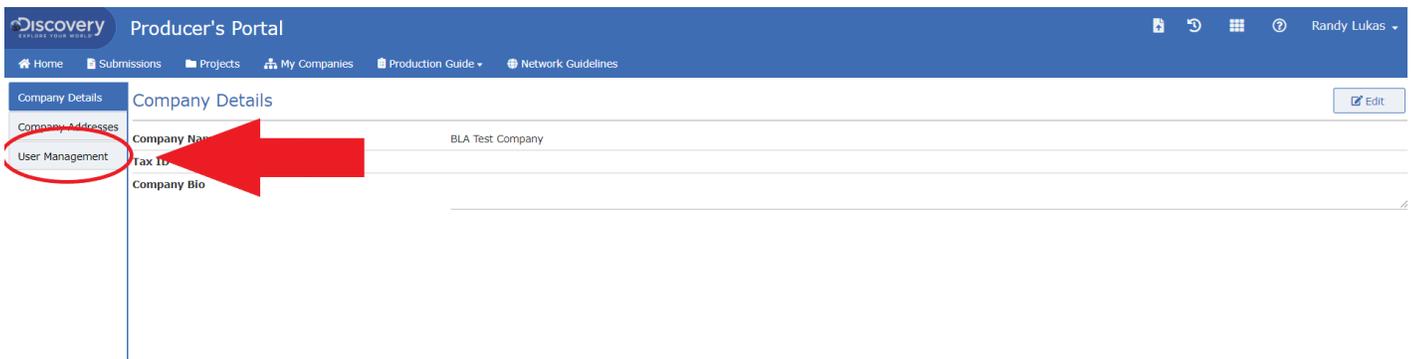
# Producer's Portal – Invite/Edit/Remove Vendor Members

Follow these steps:

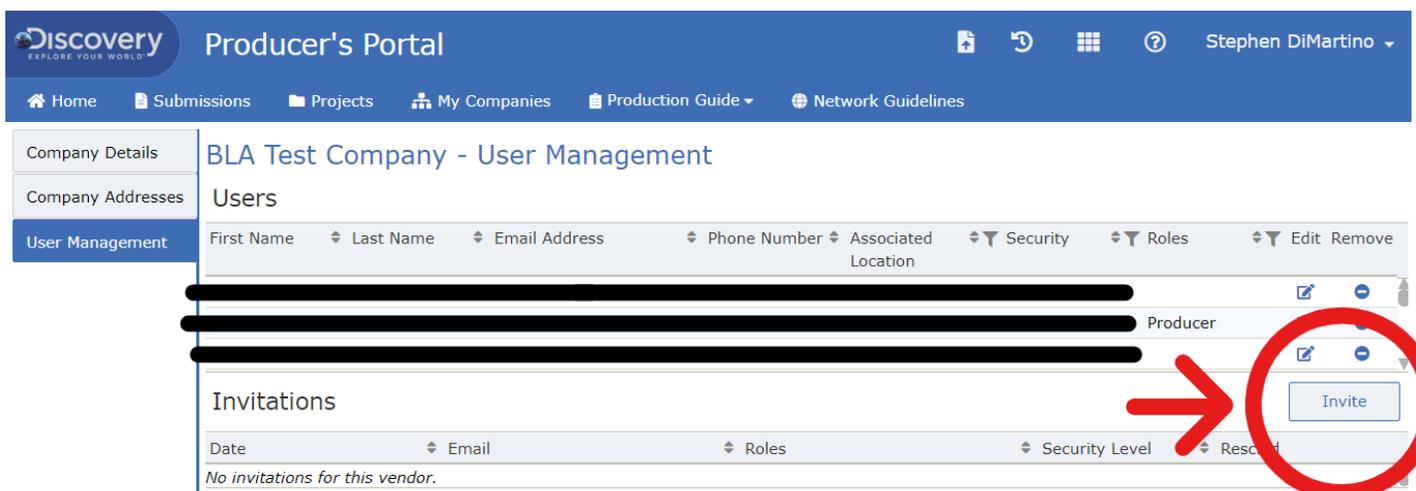
- 1) Once you are logged into the Portal, click the button at the top of the screen marked **“My Companies”**



- 2) Click the **“Manage”** link to the right of the company to which you want to invite the new user.
- 3) Click the button on the left marked **“User Management”**



- 4) Click the **“Invite”** button on the right of the Invitations Section.



- 5) A window will pop up. Fill out the information marked with the red asterisk and click “Invite” at the bottom of the window.

**Invite**

Email Address\* JohnDoe@gmail.com

Associated Location\* Headquarters

Security Level\* Basic

Functional Roles

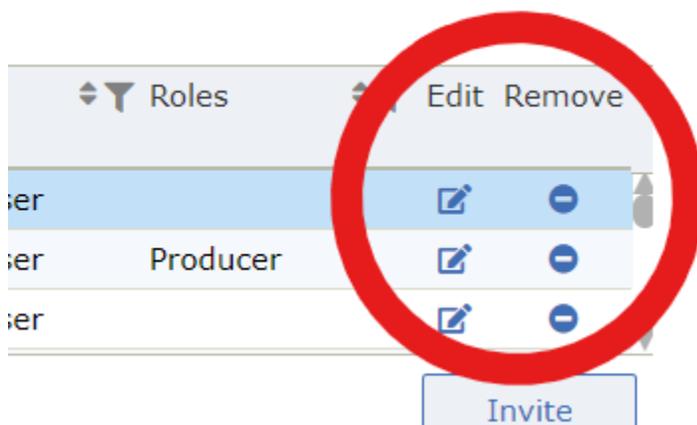
- Attorney
- Finance
- Producer

Message

Usage of this message box is OPTIONAL. User may, or may not use this box to pass along a note to the invite recipient at their own choosing.

Invite Cancel

- 6) An automated email from the Producer’s Portal will be sent to your new user with a link and profile set-up instructions. *IF they don’t receive the automated system email, please have them check their SPAM folder as well.*
- 7) You can also Edit access levels and/or Remove users from your Company Profile in the User Management section:



Please contact your Discovery production contacts, or the [PMD\\_Deliverables\\_Team@discovery.com](mailto:PMD_Deliverables_Team@discovery.com) if you have any further questions.