## **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"

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Company Details	Company Details				🕑 Edit
Company Addresses User Management	Company Nav	BLA Test Company			
	Company Bio				/

4) Click the "Invite" button on the right of the Invitations Section.

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Company Details	BLA Test Company - User Management
Company Addresses	Users
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	No invitations for this vendor.

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* Associated Location*	
Email Address*	
Associated Location*	JohnDoe@gmail.com
Associated Execution	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 <u>PMD\_Deliverables\_Team@discovery.com</u> if you have any further questions.