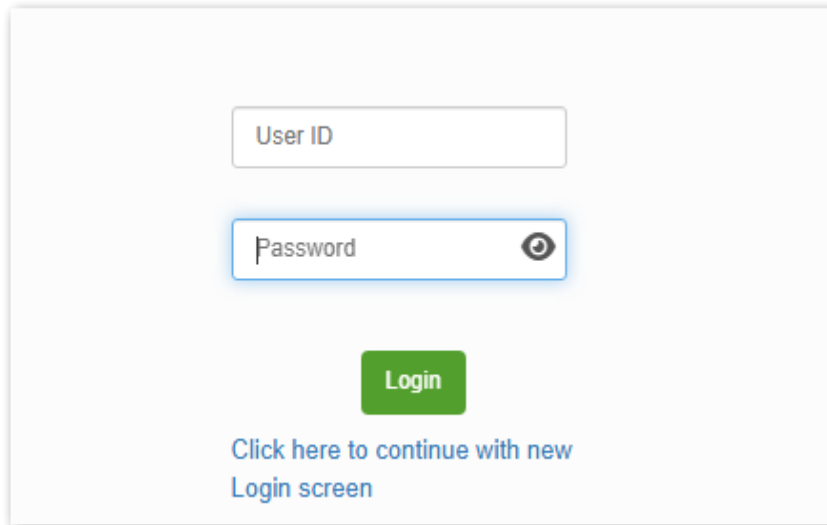


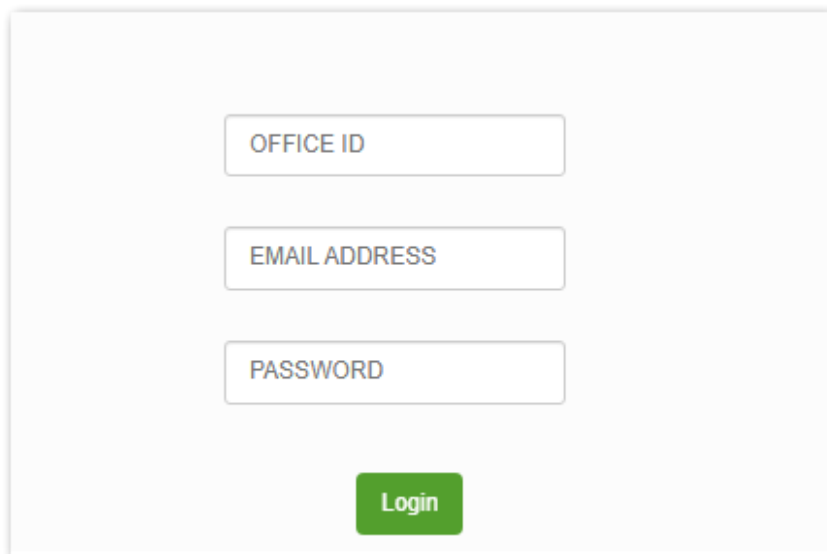
## Manage Users

- The current Producer Portal login will prompt you to the new Producer Portal login.



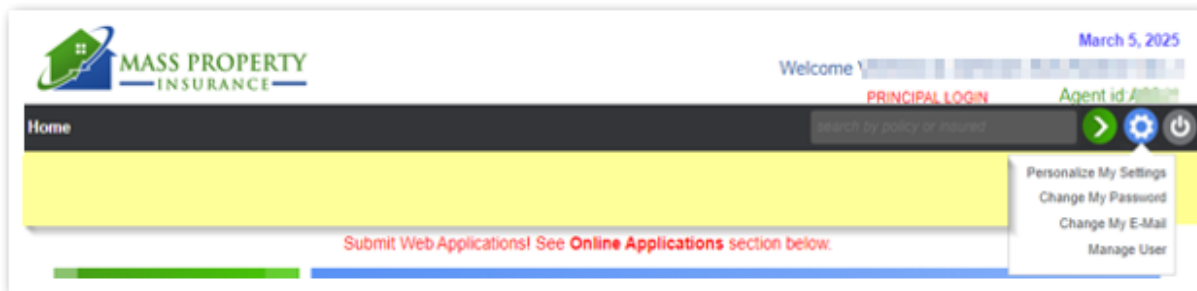
A screenshot of a login interface. It features a light gray background. At the top, there is a white rectangular input field with the placeholder text "User ID". Below it is another white rectangular input field with the placeholder text "Password" and a small eye icon on the right side. A green rectangular button with the text "Login" is positioned below the password field. At the bottom, there is a blue hyperlink that reads "Click here to continue with new Login screen".

- Enter Office ID that is the current User ID
- Enter the Principal E-mail account
- Enter the Principal Password

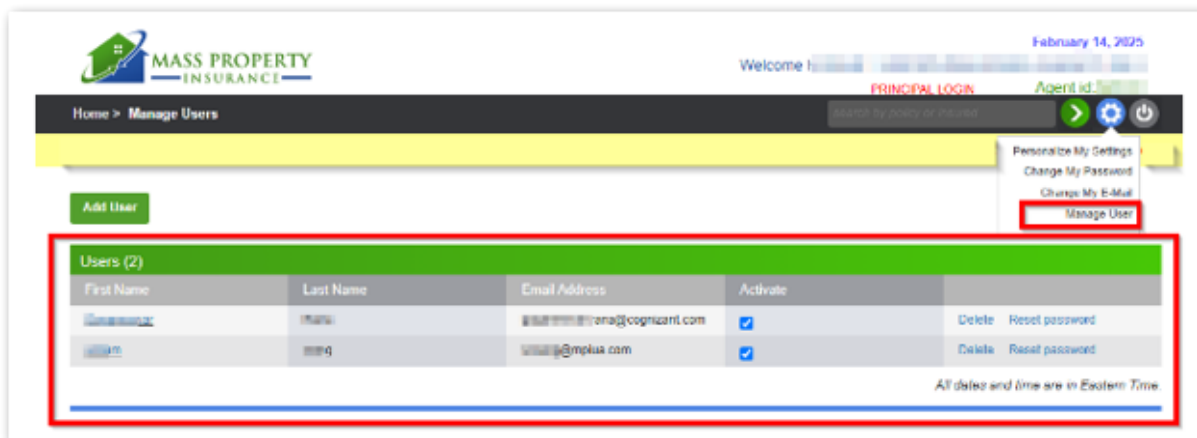


A screenshot of a new login interface. It features a light gray background. There are three white rectangular input fields stacked vertically. The first field has the placeholder text "OFFICE ID", the second has "EMAIL ADDRESS", and the third has "PASSWORD". A green rectangular button with the text "Login" is positioned below the password field.

- On the Principal portal homepage under settings, choose Manage User



- On the Manage User page users can be added, deleted or password reset
- To add a user select the Add User button



- Enter the user's name and e-mail address.

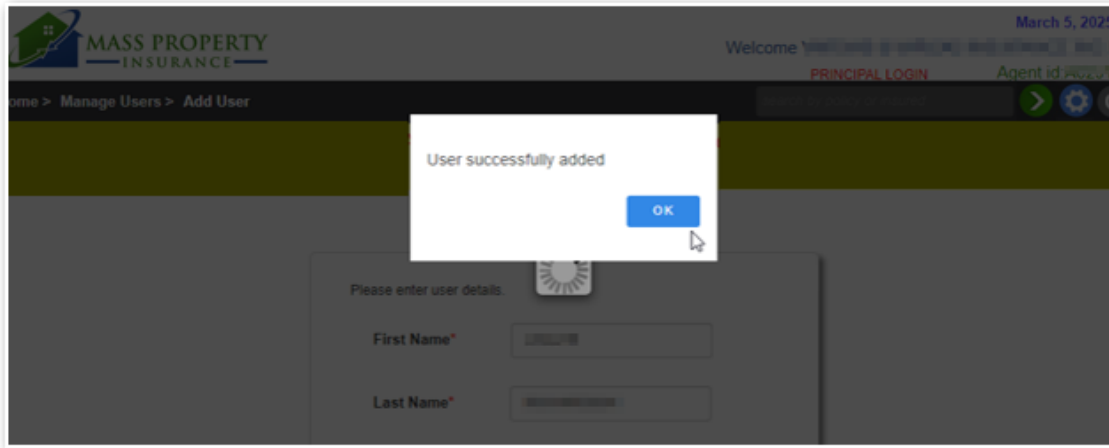
Please enter user details.

First Name\*

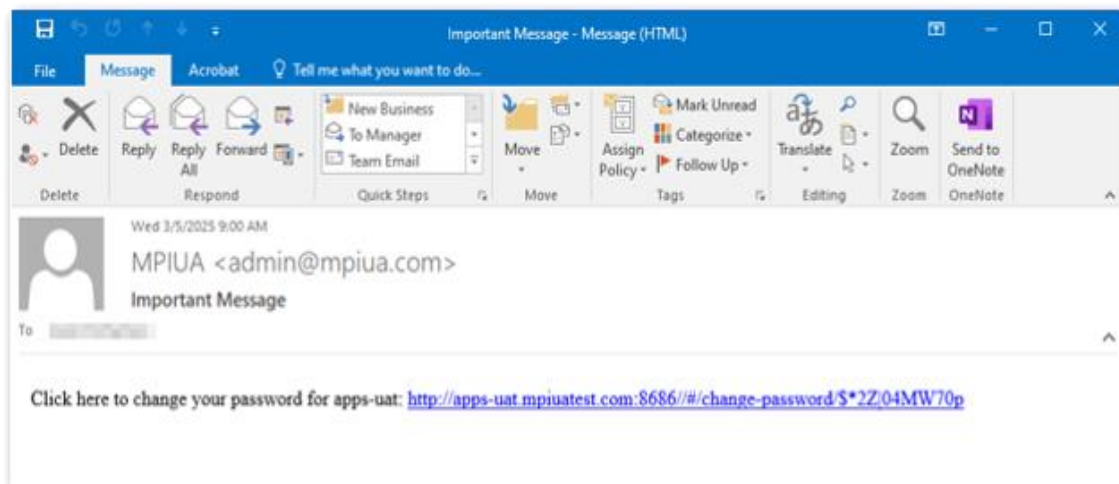
Last Name\*

Email Address\*

Activate ☒



- The user will receive an e-mail request to setup a password.



- The user will enter a password. Password must be 12 Characters minimum, upper, lowercase, number and special character are required.

A screenshot of a web form for changing a password. The title is 'Please enter your new password for User Id:'. Below the title, there is a text input field containing a partially obscured email address ending in '@mpiua.com'. Below this is a label 'Type a new password' next to a password input field. Underneath is another label 'Retype the new password' next to a second password input field. At the bottom of the form is a green button labeled 'Save Changes'.