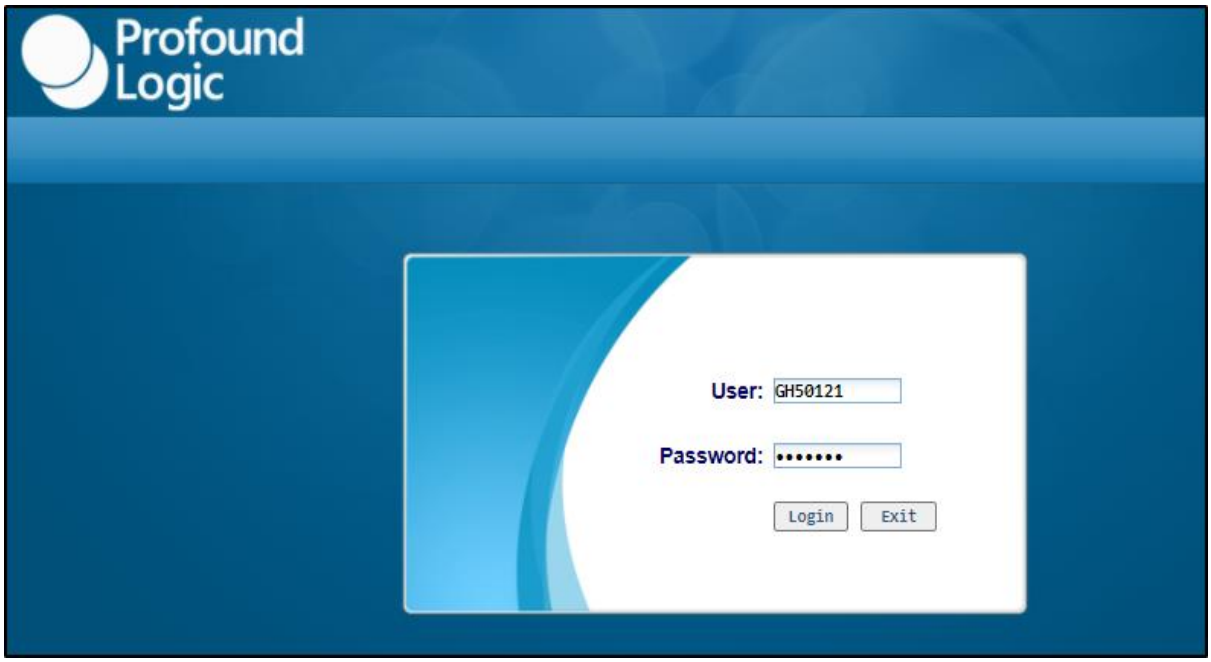
Service Provider Portal

Online SIR Super User Functions

The SPP Super User has special privileges allowing them to maintain their standard users.

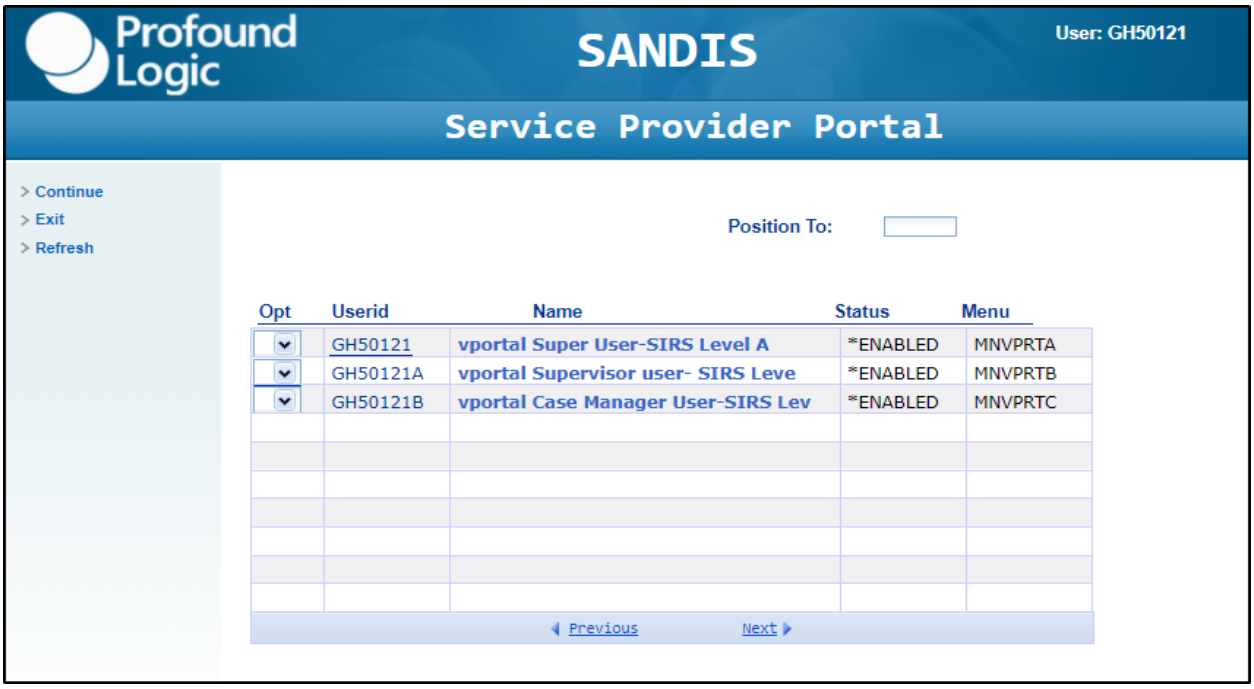
Log into the **Service Provider Portal**:



Click the **Maintain My Users** option:

SANDIS SOLUTIONS

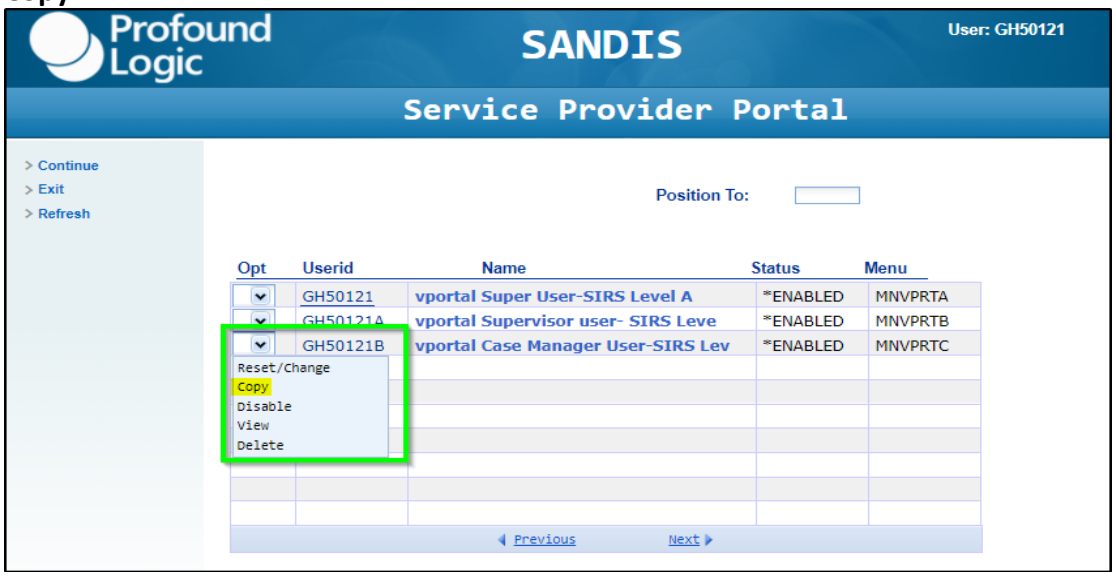
A list of user menus will display:



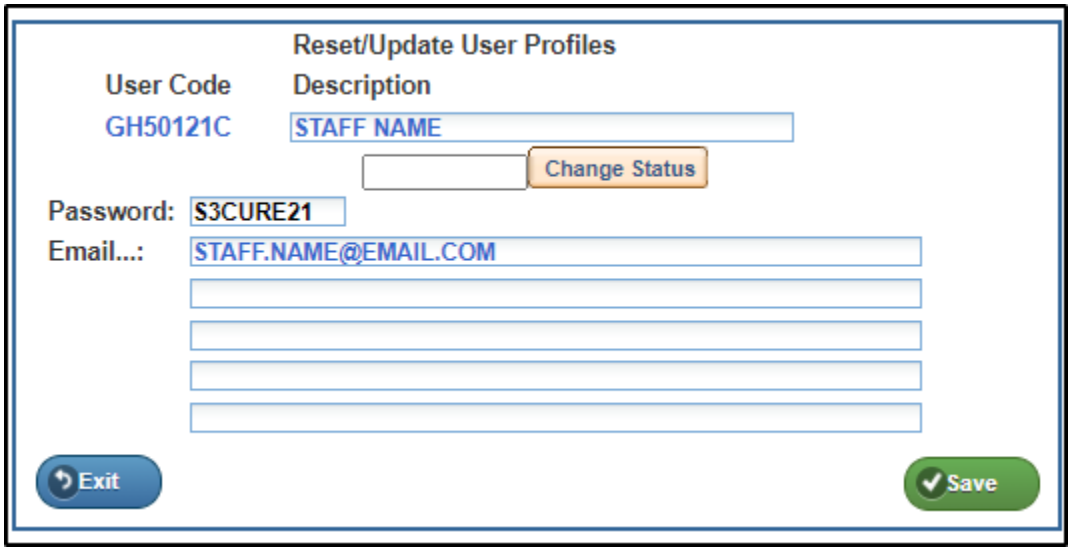
Menu	Functions
MNVPRTA	Maintain user accounts, create and submit SIRs.
MNVPRTB	Create and submit SIRs.
MNVPRTC	Create SIRs only.

TO ADD A NEW USER

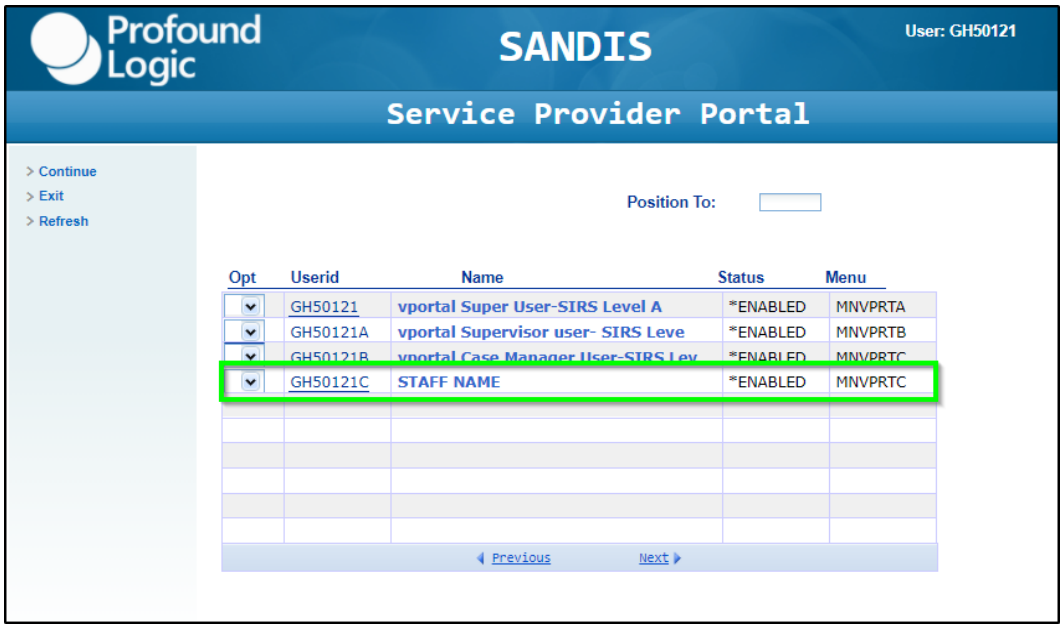
1) Click the drop-down icon of the menu you want the new user to have, then select **Copy**:



2) Enter the new user name, password, and email address. Then click **Save**:

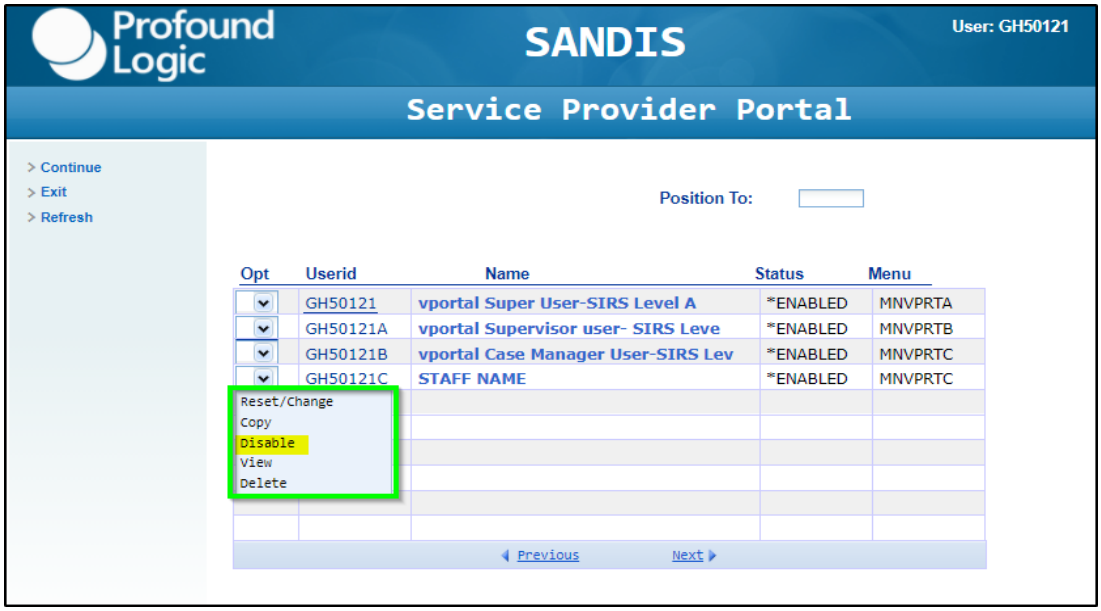


3) The new user will appear on the list:



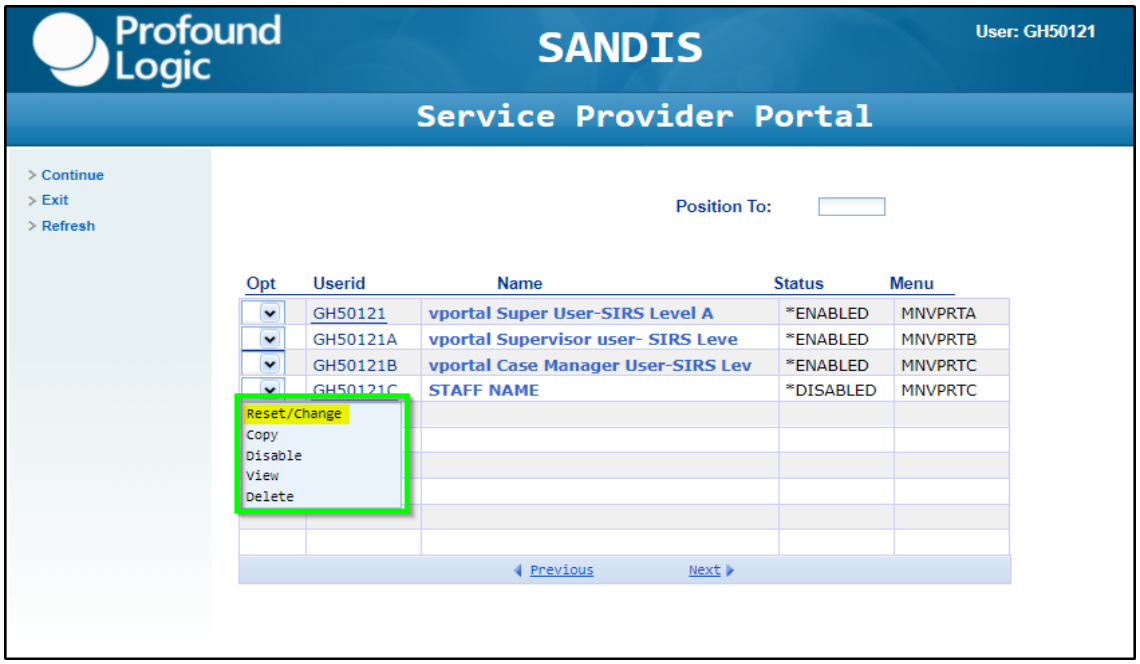
TO DISABLE A USER ACCOUNT

1) Click the drop-down icon next to the User ID, and select **Disable**:

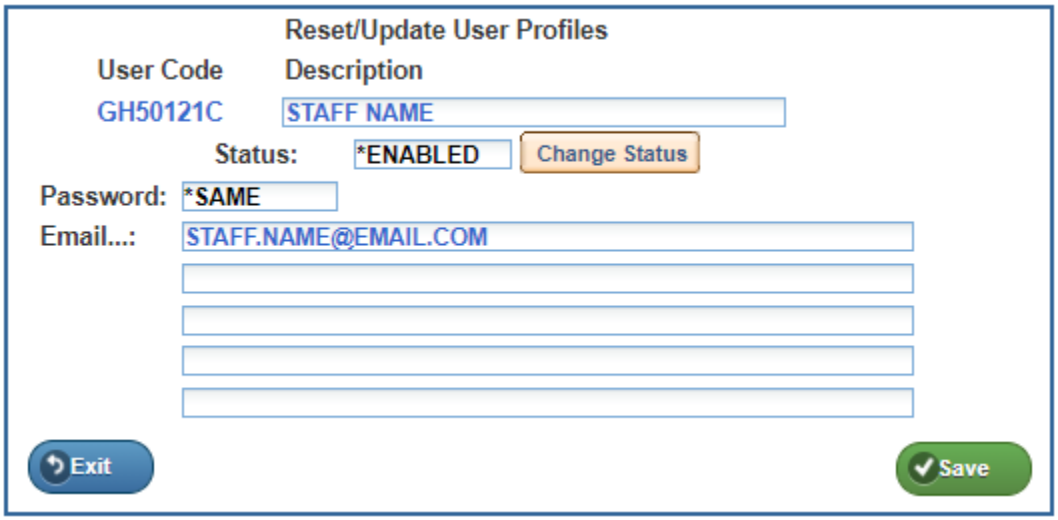


TO ENABLE A USER ACCOUNT

1) Click the drop-down icon next to the User ID, and select **Reset/Change**:



2) Click **Change Status** to ***ENABLED**, then click **Save:**



Note: Reset/Change will also give you the ability to update the account name, password, or email address.