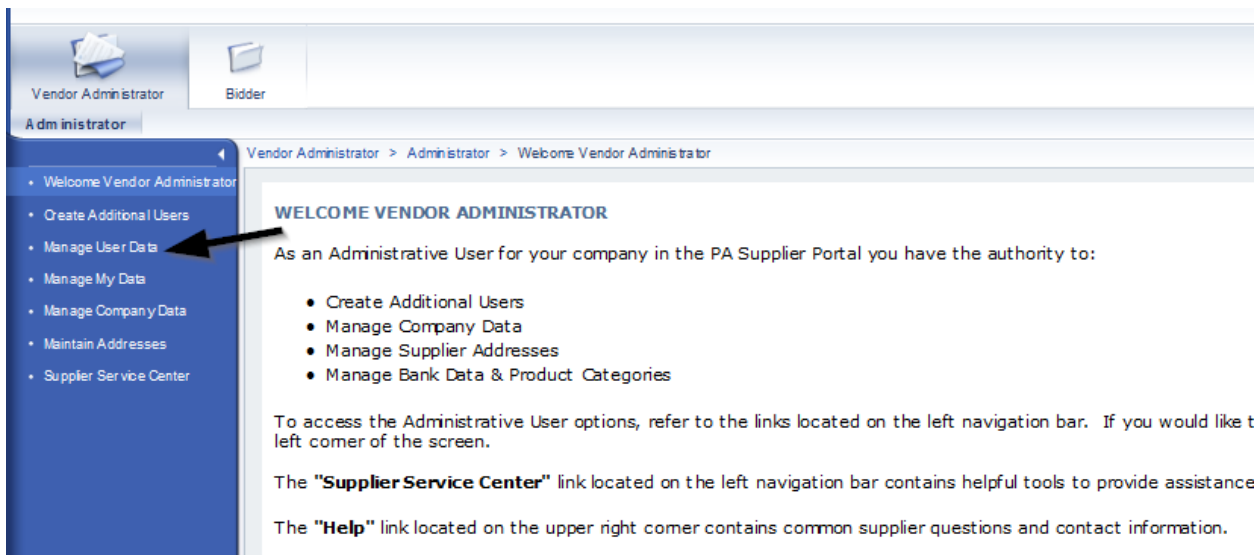


MANAGE USER DATA

TO REMOVE USERS:

Once logged in as the Administrator, users who no longer work for the company can be deleted. Please follow the instructions below to delete the users:

1. Select Manage User Data



Vendor Administrator Bidder

Administrator

Vendor Administrator > Administrator > Welcome Vendor Administrator

- Welcome Vendor Administrator
- Create Additional Users
- Manage User Data
- Manage My Data
- Manage Company Data
- Maintain Addresses
- Supplier Service Center

WELCOME VENDOR ADMINISTRATOR

As an Administrative User for your company in the PA Supplier Portal you have the authority to:

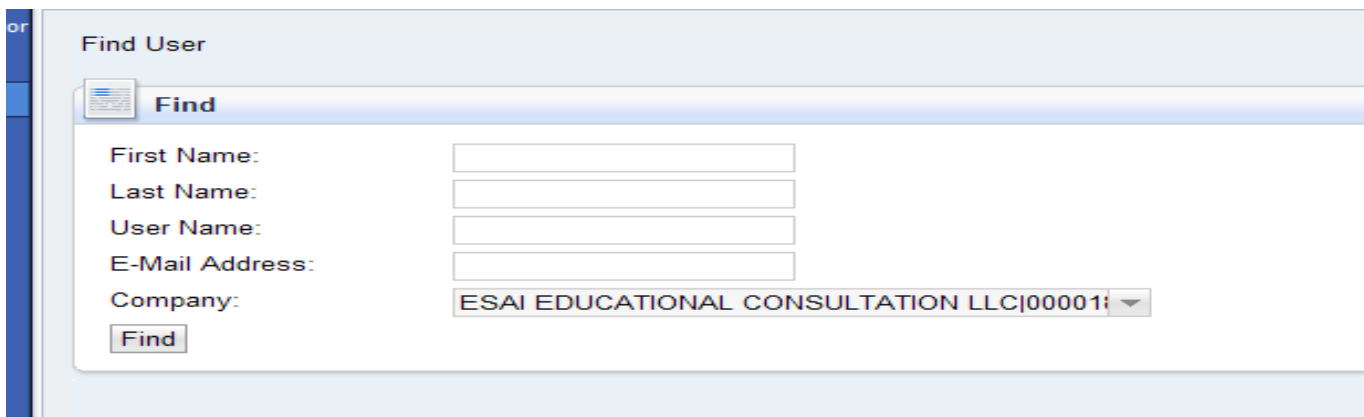
- Create Additional Users
- Manage Company Data
- Manage Supplier Addresses
- Manage Bank Data & Product Categories

To access the Administrative User options, refer to the links located on the left navigation bar. If you would like to

The "**Supplier Service Center**" link located on the left navigation bar contains helpful tools to provide assistance

The "**Help**" link located on the upper right corner contains common supplier questions and contact information.

2. Select FIND.



Find User

Find

First Name:

Last Name:

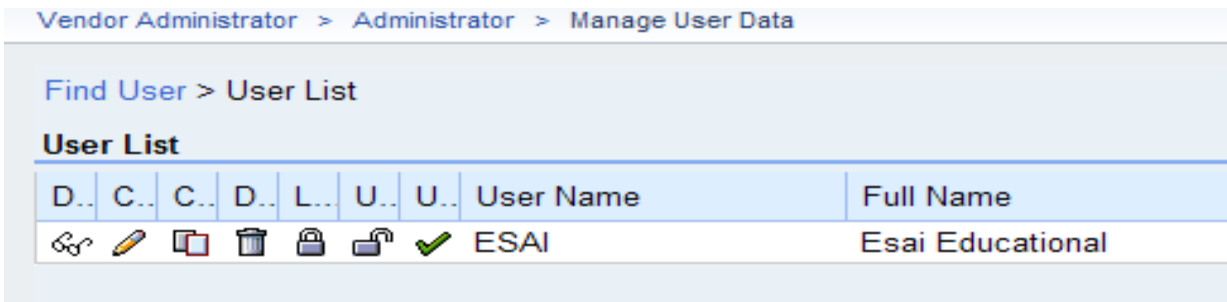
User Name:


E-Mail Address:

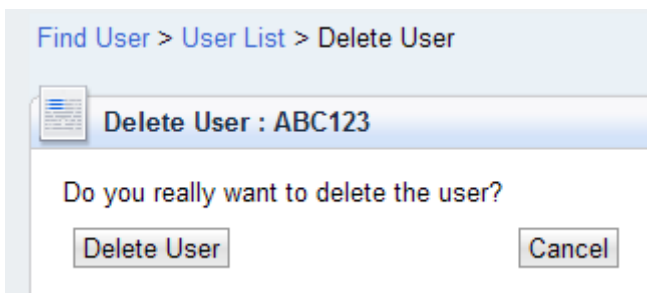
Company: ESAI EDUCATIONAL CONSULTATION LLC|00001

Find

3. After selecting **FIND**, the system will list all users within the company:



4. To delete a user, select the trash can icon  next to the user's name that needs to be deleted. Once selected, confirm the deletion



5. A confirmation on the Manage User Screen shows the user was deleted

