

US SOY

USSES.org Adding Additional Users - Exporter



**SUSTAINABLE
U.S. SOY™**

USSES.org Adding Additional Users - Exporter

To add new users to your account, click the + Add User button in the upper right-hand corner of the screen.

sesadmin@ussec.org (636) 449-6046

SOY EXPORT SUSTAINABILITY LLC


Users - Test Company, LLC

All Users ▾

+ Add User

Name	Email	Phone	Type	Status	
John Smith	Jsmith@testcompanyLLC.com	555-832-0236	Exporter Admin	Active	Edit

Dashboard
Verified Shipments
Customer Dashboard
Company Allocations
Departments
Users
Company Profile
Help / Info Center
Requested Certificates



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Add - Test Company, LLC

Add New User

- Dashboard
- Verified Shipments
- Customer Dashboard
- Company Allocations
- Departments
- Users
- Company Profile
- Help / Info Center
- Requested Certificates

Fill in the New User Information in the fields provided.

Check this box if you would like the new user to be identified as an Approved Signatory

First Name

Last Name

Email

Phone

Password *A temporary password will be generated automatically and emailed*

Approved Signatory

Receive Emails

Account Type

- Exporter User
- Exporter Administrator

Select whether the new users should be an Exporter Viewer, an Exporter User or an Exporter Administrator.

Create Back

Click the green "Create" button



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sesadmin@ussec.org (636) 449-6046 John Smith

Users - Test Company, LLC

All Users + Add User

Name	Email	Phone	Type	Status	
John Smith	Jsmith@testcompanyLLC.com	555-832-0236	Exporter Admin	Active	Edit
Maria Sanchez	msanchez@testcompanyLLC.com	555-783-9921	Exporter Admin	Active	Edit

The new user is now added to your company's user list.

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