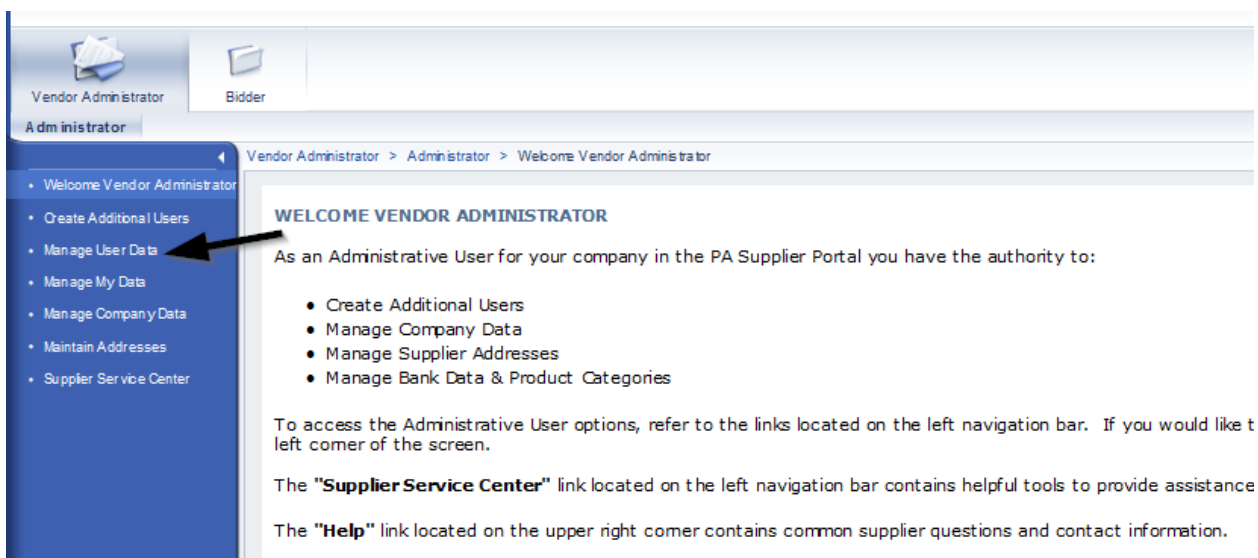


MANAGE USER DATA

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:

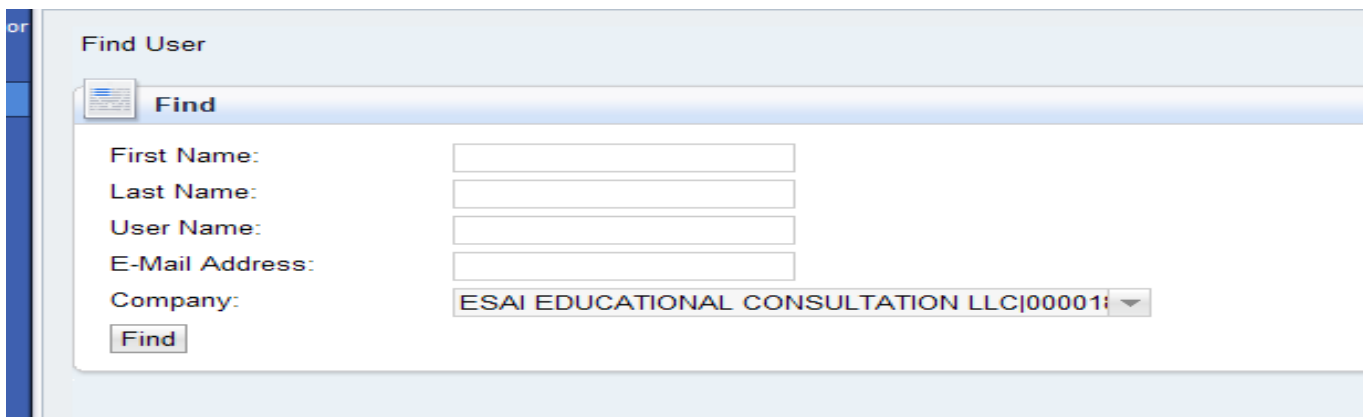
- Create Additional Users
- Manage Company Data
- Manage Supplier Addresses
- Manage Bank Data & Product Categories

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

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:

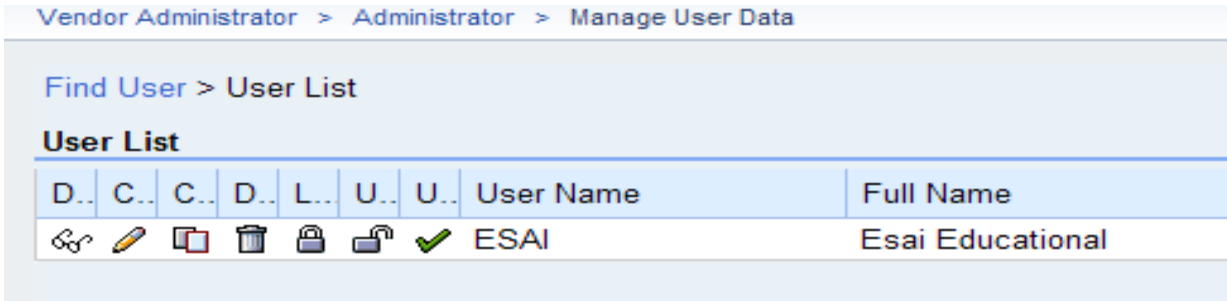
User Name:


E-Mail Address:

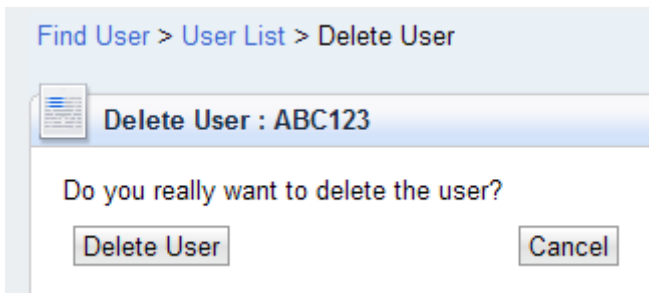
Company: ESAI EDUCATIONAL CONSULTATION LLC|00001

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

