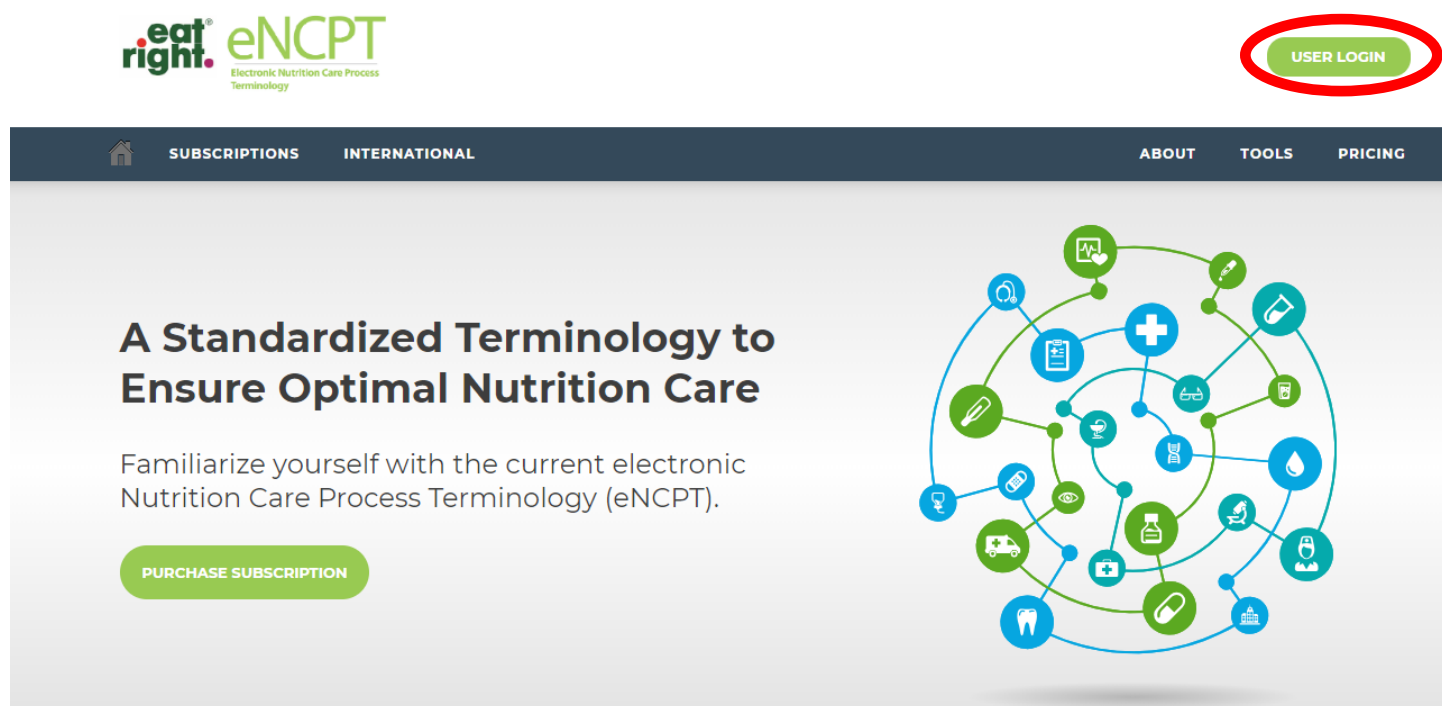# How to Add Users to a Multi-User Account

Note: Before you start, you will need the First Name, Last Name, and Email Address of the person/people you wish to add to the subscription.
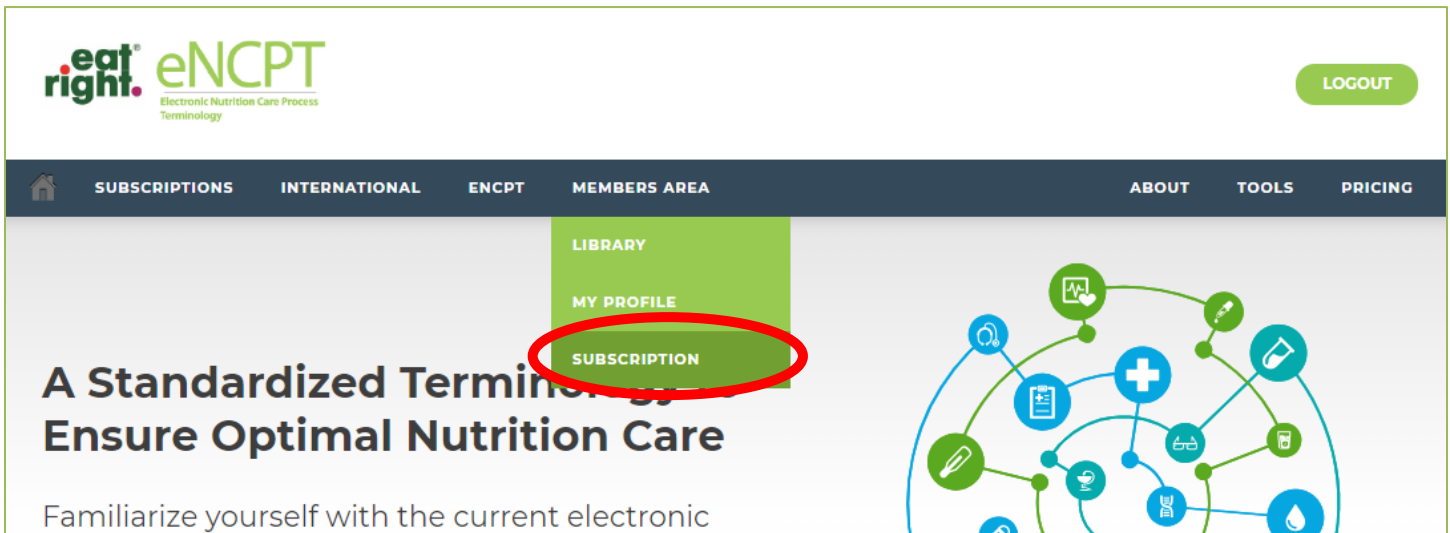
1. **Visit www.ncpro.org and click on the "Login" button in the upper right corner.**
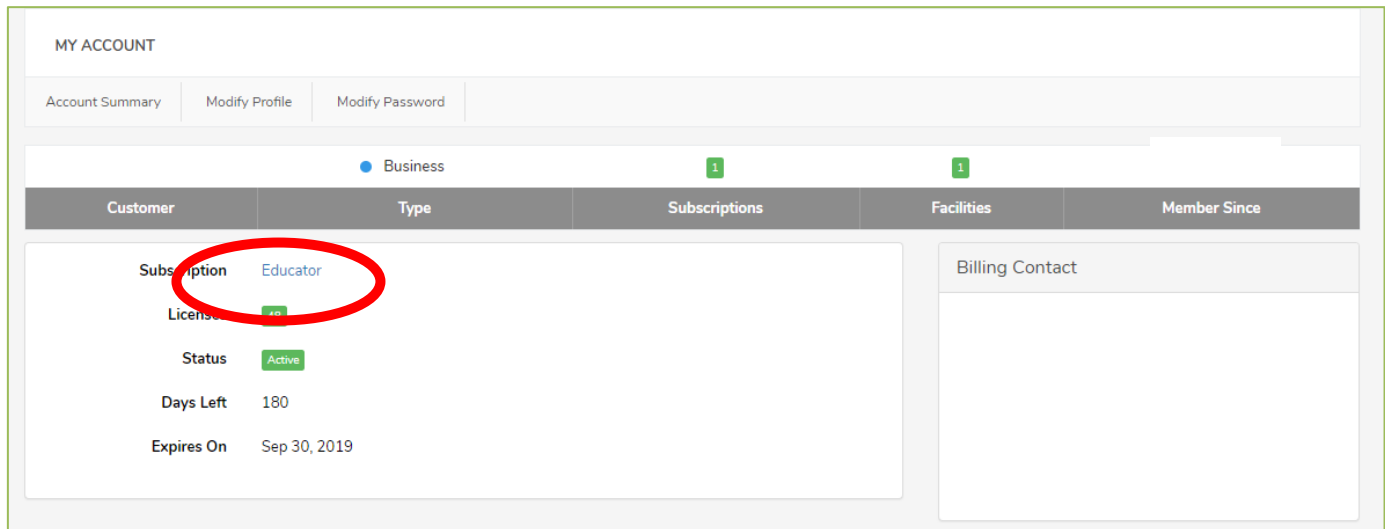

2. **Login with your Administrative Username and Password.**

3. Hover your mouse over "Members Area" and click "Subscription."

eat right. **eNCPT**
Electronic Nutrition Care Process
Terminology

LOGOUT

SUBSCRIPTIONS   INTERNATIONAL   ENCPT   MEMBERS AREA   ABOUT   TOOLS   PRICING

LIBRARY

MY PROFILE

SUBSCRIPTION

A Standardized Terminology to
Ensure Optimal Nutrition Care

Familiarize yourself with the current electronic

4. Your "My Account" page will come up. Click your subscription category (either "Organization" or "Educator").

MY ACCOUNT

Account Summary   Modify Profile   Modify Password

● Business   1   1

Customer	Type	Subscriptions	Facilities	Member Since

Subscription   Educator   Billing Contact

License   48

Status   Active

Days Left   180

Expires On   Sep 30, 2019

5. Click on "Users" and then click the blue "Add User" button.
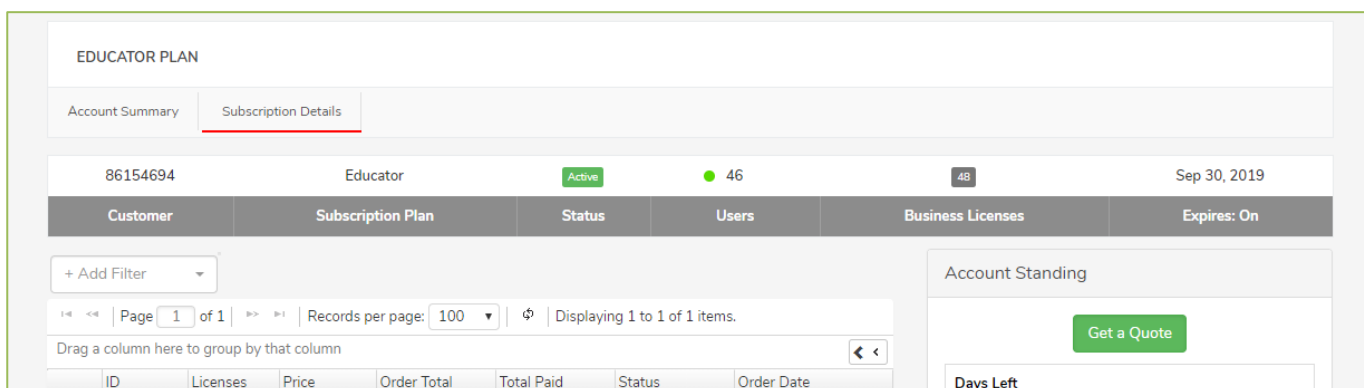
EDUCATOR PLAN

Account Summary   Subscription Details

86154694	Educator	Active	● 46	48	Sep 30, 2019
Customer	Subscription Plan	Status	Users	Business Licenses	Expires: On

+ Add Filter ▼   Account Standing

|◄ ◄◄ | Page 1 of 1 | ►► ►| Records per page: 100 ▼ ↻ Displaying 1 to 1 of 1 items.

Drag a column here to group by that column   ‹ ›   Get a Quote

| ID | Licenses | Price | Order Total | Total Paid | Status | Order Date | Days Left |

EDUCATOR PLAN

Account Summary | Subscription Details

| | Educator | Active | ● 46 | 48 | |
| Customer | Subscription Plan | Status | Users | Business Licenses | Expires: |

Add User

+ Add Filter ▼

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6. Add the user's information into the form. The email will be used as the username and you will create a password for the individual.

If you do not want these added users to have access to subscription and billing information, please select "Subscription User" under User Role. If you would like this user to have access to subscription and billing information, please choose "Administrator" instead. Click save.

EDUCATOR PLAN

Account Summary | Subscription Details

| 86154694 | Educator | Active | ● 46 | 48 | Sep 30, 2019 |
| Customer | Subscription Plan | Status | Users | Business Licenses | Expires: On |

User Profile

Account Primary Contact
Beth Wall-Bassett

First Name *

Last Name *

E-Mail *

E-mails must be unique for each user.

Facility *   --- Select Facility ---   ▼

User Role *   --- Select Role ---   ▼

Date to Add ⓘ   📅
                  (Leave blank if access is to begin immediately)

Date to Remove ⓘ   📅

Login Password

Password *

Confirm Password *

Save   Cancel