

Admin Users can view or edit all information in the portal. S/he sees all Cash Compensation and Benefits of all employees. Admins Users can invite others to become Admin Users too.

TOTALREWARDS BUILDER	Company	Programs	Content	Design	Promotions	Administration Users	Dashboard	

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Go to Administration

Select Users from dropdown.

Click Invite User button

TOTALREWARDS BUILDER	Company	Programs	Content	Design	Promotions	Administration Users	Dashboard -
		Sear	rch all users		Q	Invite User	Import Import Users Records. Role is required for every user in the file.
		0 total	users				Export Export Users Records and download a spreadsheet containing all users information
							Send Activation Emails Send Activation Emails, Activation emails will be sent to all users who aren't active yet.

Then update Name and Email Address

Then hit the Save button.

TOTALREWARDS BUILDER	Company	Programs	Content	Design	Promotions	Administration User	Dashboard
Name							
Email							
Save							

They will then receive an email invitation to login from noreply@totalrewards.io to activate their access.

If user has not yet activated the admin access, it will show as **Pending activation** and once activated, it will show as **Active.**

Note: Users have access to all employee information and can make changes in the portal.