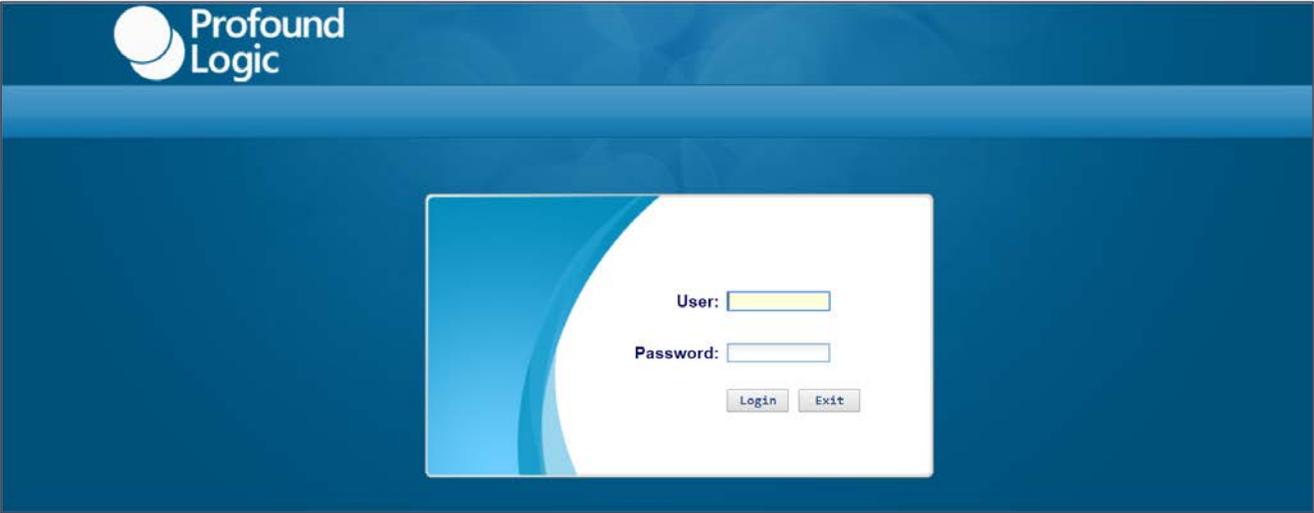


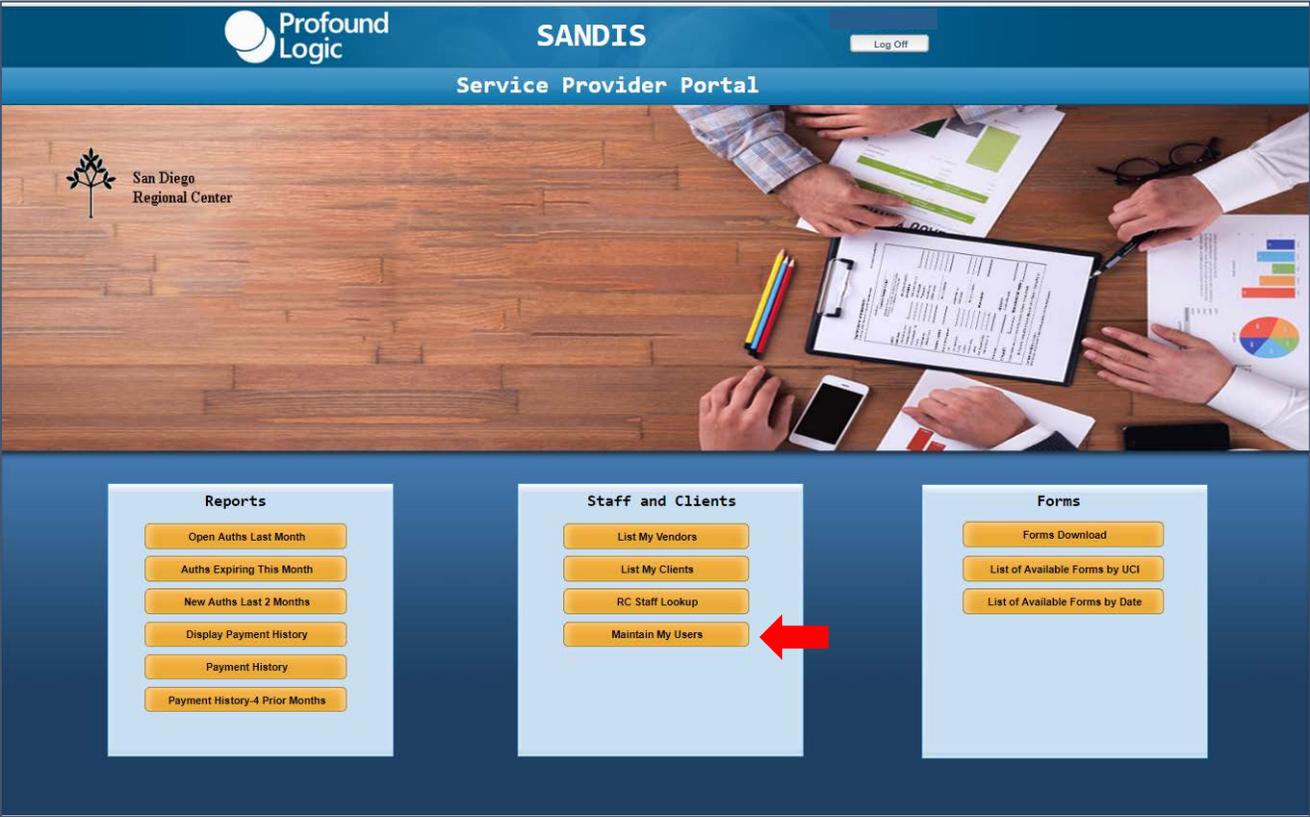
Service Provider Portal SUPERUSER Functions

The SPP Superuser has special privileges allowing them to maintain their standard users.

Log into the Service Provider Portal to begin



Click the button called **Maintain My Users**



A list of users will display

The screenshot shows the SANDIS Service Provider Portal interface. At the top, there is a blue header with the Profound Logic logo on the left and the text 'SANDIS Service Provider Portal' in the center. Below the header, there is a navigation menu on the left with options: '> Continue', '> Exit', and '> Refresh'. To the right of the menu is a 'Position To:' field with an empty input box. The main content area displays a table of users with the following columns: 'Opt', 'Userid', 'Name', 'Status', and 'Menu'. The table contains 10 rows of user data, all with a status of '*ENABLED'. A dropdown arrow is visible in the 'Opt' column for each row. At the bottom of the table, there are 'Previous' and 'Next' navigation buttons.

Opt	Userid	Name	Status	Menu
▼	H39530	HGH SUPERUSER ACCOUNT	*ENABLED	MNVPR1
▼	H39530A	WENDY	*ENABLED	MNVPR2
▼	H39530B	MARIE	*ENABLED	MNVPR2
▼	H39530C	LIANE	*ENABLED	MNVPR2
▼	H39530D	CHARLIE	*ENABLED	MNVPR2
▼	H39530E	LISA	*ENABLED	MNVPR2
▼	H39530F	MAURA	*ENABLED	MNVPR2
▼	H39530G	MARA	*ENABLED	MNVPR2
▼	H39530H	DOUG	*ENABLED	MNVPR2
▼	H39530I	DOUG	*ENABLED	MNVPR3

TO DISABLE A USER:

- 1) Highlight that user from the list, click the dropdown arrow and select **Disable**

This screenshot shows the same SANDIS Service Provider Portal interface as the first image, but with the user 'MAURA' (Userid: H39530F) highlighted in blue. A red arrow points to the dropdown menu that is open for this user. The menu contains the following options: 'Reset/Change', 'Copy', 'Disable', 'View', and 'Delete'. The 'Disable' option is highlighted in blue, indicating it has been selected.

Opt	Userid	Name	Status	Menu
▼	H39530	HGH SUPERUSER ACCOUNT	*ENABLED	MNVPR1
▼	H39530A	WENDY	*ENABLED	MNVPR2
▼	H39530B	MARIE	*ENABLED	MNVPR2
▼	H39530C	LIANE	*ENABLED	MNVPR2
▼	H39530D	CHARLIE	*ENABLED	MNVPR2
▼	H39530E	LISA	*ENABLED	MNVPR2
▼	H39530F	MAURA	*ENABLED	MNVPR2
▼	H39530G	MARA	*ENABLED	MNVPR2
▼	H39530H	DOUG	*ENABLED	MNVPR2
▼	H39530I	DOUG	*ENABLED	MNVPR3

2) Type ***DISABLED** and click the **Change Status** button

The screenshot shows the SANDIS Service Provider Portal interface. At the top, there is a blue header with the Profound Logic logo and the text "SANDIS Service Provider Portal". Below the header, there is a "Position To:" field. A table lists user profiles with columns for Opt, Userid, Name, Status, and Menu. The first row shows "ZH39530" for Userid, "HGH SUPERUSER ACCOUNT" for Name, "*ENABLED" for Status, and "MNVPT1" for Menu. Below the table, a modal window titled "Reset/Update User Profiles" is open. It contains a "User Code" field with "MAURA" entered, a "Description" field, a status dropdown menu currently set to "*DISABLED", and a "Change Status" button highlighted with a red arrow. There are also fields for "Password:" (containing "SURFSUP") and "Email...:" with four empty input boxes. At the bottom of the modal, there are "Exit" and "Save" buttons.

TO ENABLE A USER:

- 1) Highlight that user from the list, click the dropdown arrow and select **Enabled**.
- 2) Type ***ENABLED** and click the **Change Status** button.

A close-up of the status dropdown menu from the previous screenshot. The dropdown is open, showing the selected option as "*ENABLED". To the right of the dropdown is a "Change Status" button.

TO ADD A NEW USER:

- 1) Highlight another standard user, click the dropdown arrow and select **Copy**

The screenshot displays the SANDIS Service Provider Portal interface. At the top, there is a blue header with the 'Profound Logic' logo on the left and 'SANDIS' in the center. Below the header, the text 'Service Provider Portal' is centered. A 'Position To:' dropdown menu is visible. Below this, a table lists user profiles:

Opt	Userid	Name	Status	Menu
	ZH39530	HGH SUPERUSER ACCOUNT	*ENABLED	#NVPRT1

Below the table is a modal window titled 'Reset/Update User Profiles'. It contains the following fields and controls:

- User Code:** A text field containing 'NEW USER'.
- Description:** A text field containing 'NEW USER'.
- Status:** A dropdown menu showing '*ENABLED' and a 'Change Status' button.
- Password:** A text field containing 'SURFSUP'.
- Email...:** A text field containing 'NEWUSER@EMAIL.COM'.
- Four empty text input fields below the email field.
- Exit** button (bottom left) and **Save** button (bottom right).

- 2) Enter the new user name, email, password and the press the **Save** button.
- 3) The new User ID will be created and appear in the list.
- 4) When finished, press the **Exit** button.