

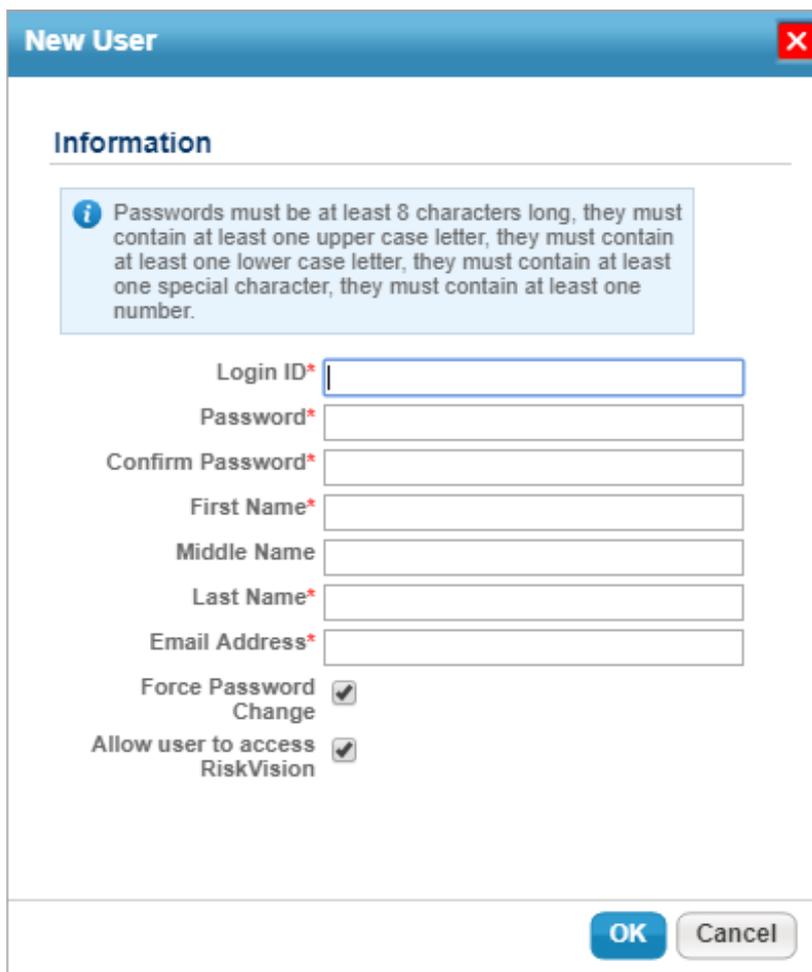
Create A Vendor User

Vendor Risk Manager has two types of Vendor Contact users:

- **Primary Vendor User:** The primary contact for the vendor. This user is responsible for creating other vendor users that the primary user can delegate assessment questions to.
- **Regular Vendor User:** These users are responsible for answering questions that have been delegated to them.

To add a vendor user:

1. Open Vendor Risk Manager.
2. Go to **Vendors > Vendors**, then select a vendor to open.
3. Click the **Vendor Contacts** tab.
4. Click **New**.



New User

Information

i Passwords must be at least 8 characters long, they must contain at least one upper case letter, they must contain at least one lower case letter, they must contain at least one special character, they must contain at least one number.

Login ID*

Password*

Confirm Password*

First Name*

Middle Name

Last Name*

Email Address*

Force Password Change

Allow user to access RiskVision

OK **Cancel**

The New User dialog.

5. Enter following information:

- **Login ID:** The user's login ID. Note that user name cannot be changed once the user account is created.
- **Password.** A password for the RiskVision solution, must be at least eight characters long, they must contain at least one upper case letter, one lower case letter, at least one special character and at least one number.
- Confirm Password. Retype the password.
- First Name. Type the user's first name as you want it to be display in other fields of the RiskVision solution, such as Entity Ownership. Many default e-mail templates use the recipient's first name as a greeting.
- **Middle Name** . Type the user's middle name as you want it to be displayed in the RiskVision solution .
- Last Name. Type the user's last name as you want it to be displayed in the RiskVision solution.
- E-mail Address. Type the full e-mail address of the user. Users enter their e-mail address (or User name) when they log in to the RiskVision solution. They also receive notifications to the address specified here.
- Force Password Change. Select this option if you want a user to change the password when logging in for the first time.
- Allow user to access RiskVision. By default, the user can access the RiskVision application when a vendor user account is created. Clear this option to deactivate a user account if you require that a vendor user must start using the RiskVision at a future date.

6. Click OK to finish adding the vendor user account.