Set The Primary Contact Information

The RiskVision solution creates the vendor account administrator using the point of contact information. This user manages other vendor users, delegates and assigns vendor self assessments and other questionnaires to vendor users, and can be assigned as the owner of other entities. The RiskVision solution automatically assigns the point contact as the vendor contact owner for this entity when it is created.

Enter the following information:

- Login ID. Type in the user ID. You cannot modify this setting after the user is created.

- Password. Type a password for the RiskVision solution. It 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 displayed in other fields of the RiskVision solution, such as Entity Ownership.

- 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 to log in to the RiskVision solution and they also receive notifications at this address.

- Picture. Click **Select Image** to upload a picture of vendor user.

- Manager. Select a manager in the drop-down list box.

- Last Login. Location. Displays information about when the vendor user has last logged in to the RiskVision application.

- Authentication Type. Displays whether the user created is internal or external.

- Allow user to access RiskVision. Select to allow user to access the RiskVision application.