

## Your Guide | Adding Users to the new Barbour EHS Platform

This guide will take you through how to add users to the new Barbour platform step by step.

**Please note:** if you subscribe to BSI, NSAI, or have a legal register with us, you'll need to complete this process for each service separately to ensure the relevant users have access.

### License type

Barbour EHS

BSI

NSAI

Legal Registers

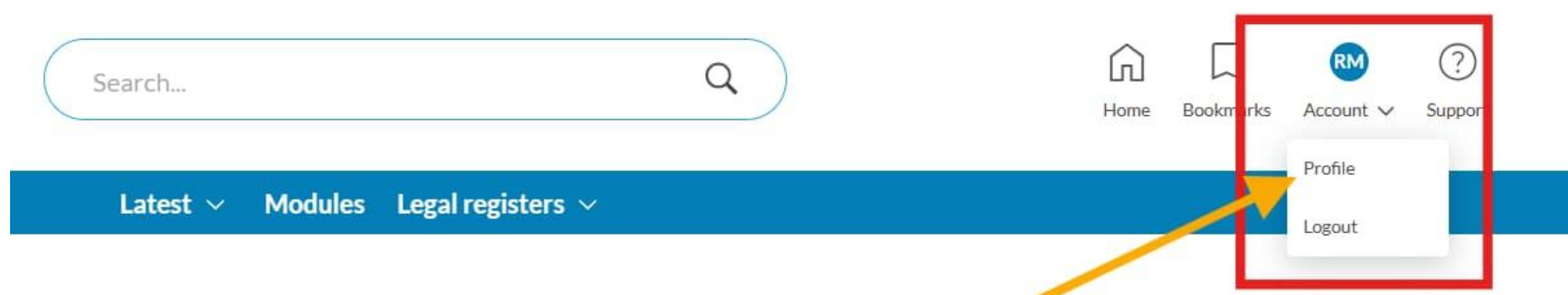
#### Need your user list?

If you're not sure who from your organisation currently has access, just let us know – we can send you a full list of your existing users so you can review and update it easily.

## Step 1

When you're logged into the new service, you'll see "Account" in the top-right corner.

Hover over this, then click "Profile".



## Step 2

Once you're in your Profile, there will be a button that says "Show Admin Settings". Click this button to see your administrator options, which includes adding users.

Show Admin Settings

Note – as you are the admin of your account, only you will have access to these options.

### Step 3

You'll see some new information pop up about how many licenses you have available, and how many users you have registered.



You'll also see a button that says "Add User" – let's click that next.

### Step 4

A box will open that says "Add User".

All you need to do is add their first name, last name, email address, choose the required country code, and then enter their mobile phone number.

Once you've added these details, you can click "Confirm" to add this user, or "Add Another" to enter more users before you submit the form.

Once you click Confirm, your users will be added, and they will receive an email letting them know their account is ready. That's it!

### Add User



First Name

John

Surname

Smith

Email Address

johnsmith@email.

Country Code

United Kingdo 

Mobile Number

0 7123456789

Confirm

Cancel

Add another

## Legal Register Permissions

If you have access to the legal register builder, you'll see two permission options when adding users: **View** and **Edit**.

Choose **Edit** if the user needs to make changes to the register, or **View** if they only need viewing access.

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License type

Barbour EHS

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Number of licenses available20

Number of users taken2

Number of users available18

Add User

Remove User

# Legal Register Access

If you don't have access to legal register functionality and would like to find out more about adding it to your current service, please contact your Account Manager, or call us directly on **0845 711 4111**.

## Need to change user details?

If at any point you wish to change a user's details, delete the user and add them again to the relevant service(s) they require access to.



Multi-factor authentication

Remember, your users will need their mobile phone when they log in as the new service uses multi-factor authentication.

If you need any further support with this guide or anything else, please get in touch with our team. We'll be happy to help.