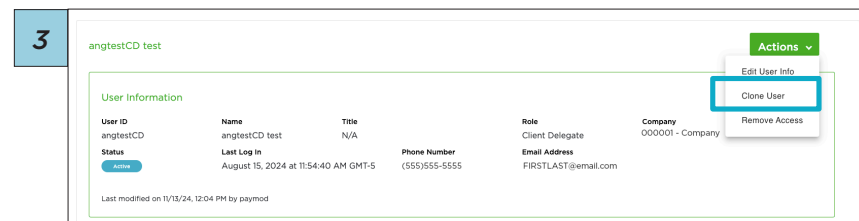
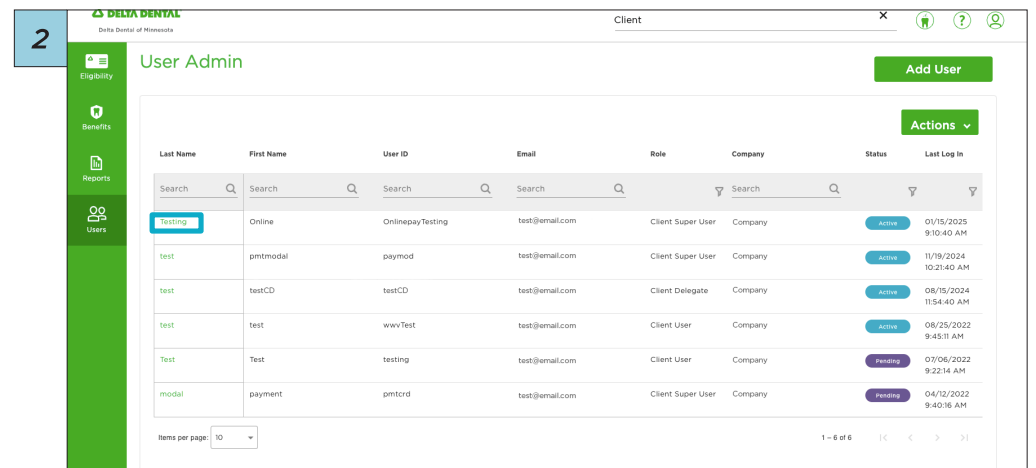
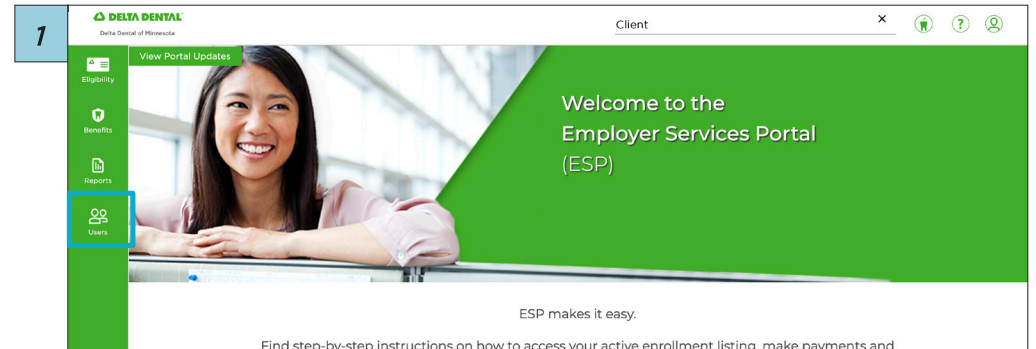


Employer Services Portal (ESP) Quick Guide

How to clone a user

1. On the left navigation menu, click on **Users**.
Image 1
2. Click on the name of the user you would like to clone.
Image 2
3. In the Actions drop down menu, click **Clone User**.
Image 3



Employer Services Portal (ESP) Quick Guide

How to clone a user

4. Fill in the required User Information fields. Select a role from the drop down menu.

Image 4

5. Click **Save**.

Image 5

4 **User Information**

*Denotes required field.
Once user setup is complete, User ID can not be changed.

First Name* FIRST	Last Name* LAST	Email Address* FIRSTLAST@email.com	User ID* XXXXXXX
Role* Client User	Title	Phone Number	Company 000001 - Company

Client Delegate ID and permissions can be edited upon save.

Client User

5 **User Admin**

User Admin/Clone Client User

User Information

*Denotes required field.
Once user setup is complete, User ID can not be changed.

First Name* FIRST	Last Name* LAST	Email Address* FIRSTLAST@email.com	User ID* XXXXXXX
Role* Client User	Title	Phone Number	Company 000001 - Company

Permissions

Once user setup is complete, User ID can not be changed.
This users access will be cloned to match **angtestCD** and permissions can be edited upon save.

Save **Cancel**