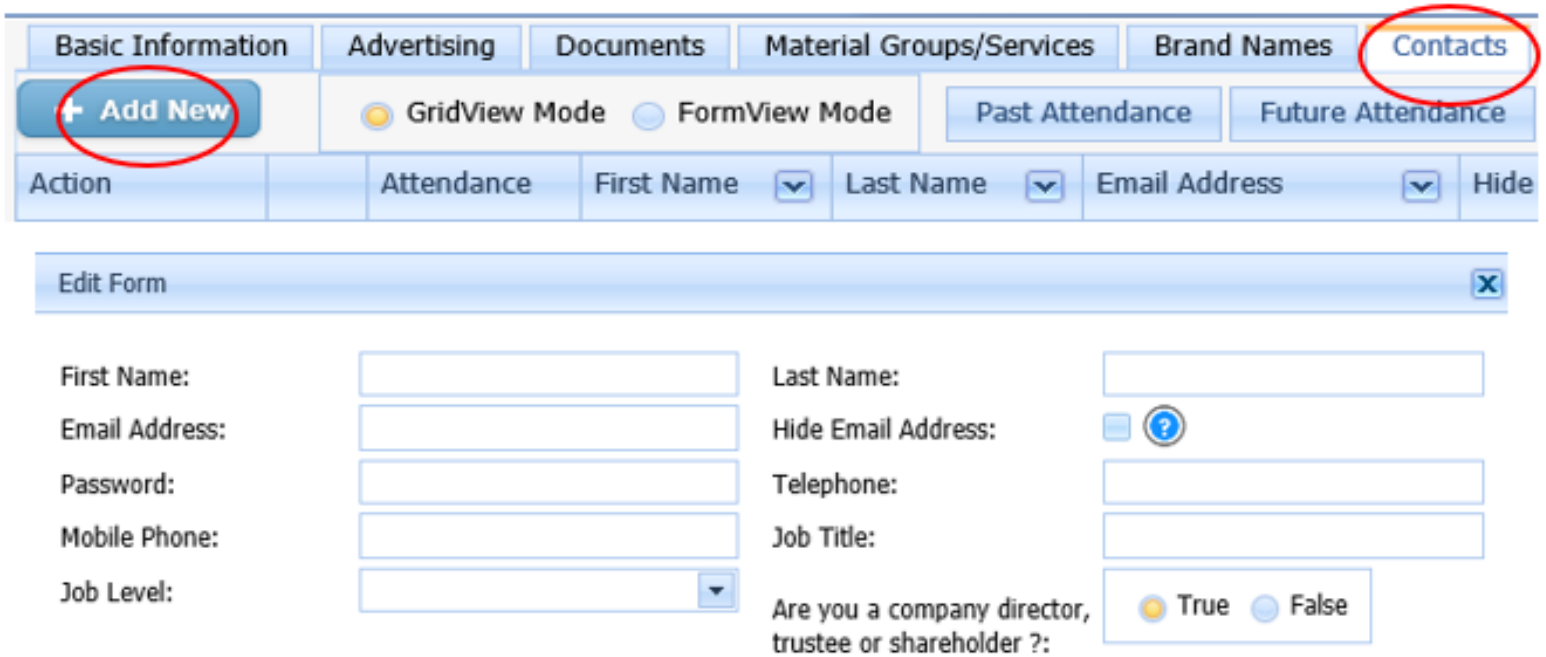# Adding additional Contacts/Users on
www.webportunities.net

The "Main Contact" on the website can add unlimited other Contacts or Users to the website. Such users can then login with their own login credentials (email address & password). They can respond to RFQ's and Tenders and the system will store the user's name who submitted prices.

To add a new user, click on the Contacts link and then click Add New – see image below. Capture as much information as you want. Assign a temporary password and advise the user of that password. The user can then login and change the password.

There are more fields below "Job Level" but completion thereof is optional and can be ignored.

A user can change any other information pertaining to his profile. The "Main Contact" can delete a user if needed. All users on the website will receive all correspondence generated from the website.

End