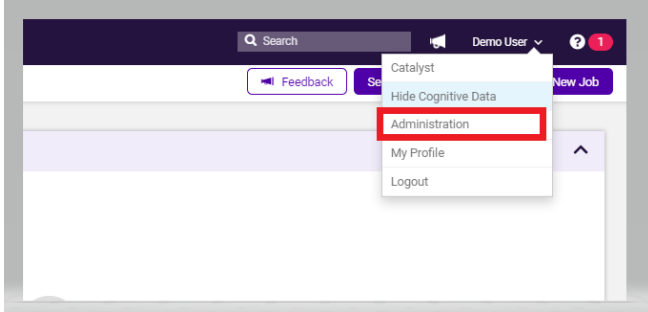
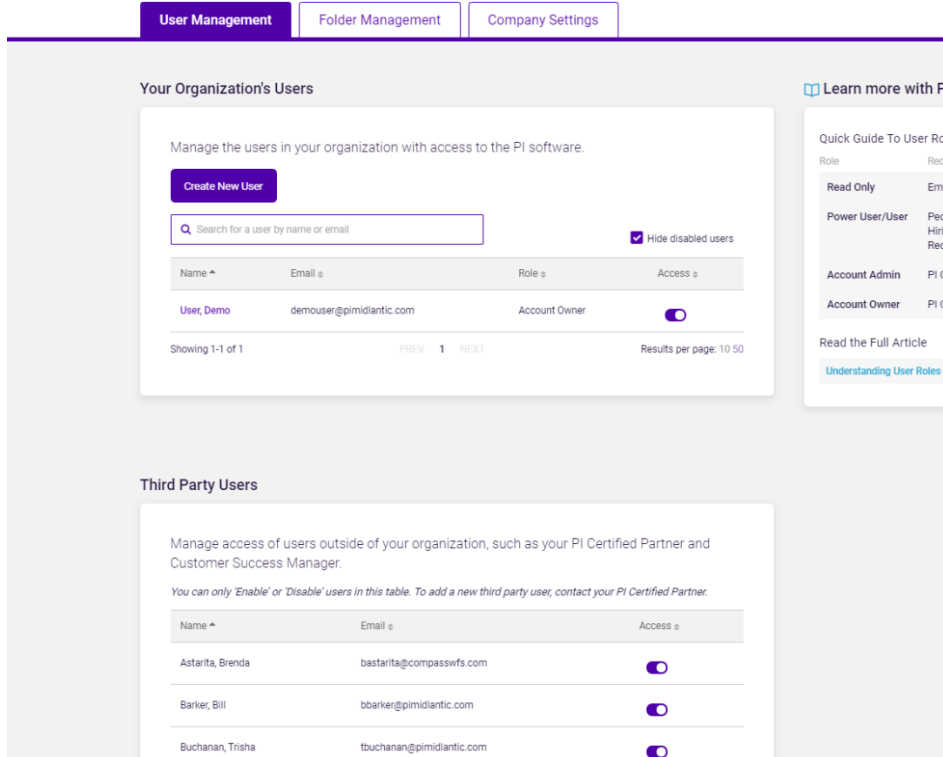


How to grant Third-Party Access to your PI software account:

- 1) Log in to the PI Software
- 2) Click on your name in the top right of the software and select Administration



- 3) Select the tab "Third-Party External Users" furthest to the right
- 4) Check off the box next to the person you wish to grant access

A screenshot of the 'User Management' tab in the PI software interface. The page has three tabs: 'User Management' (selected), 'Folder Management', and 'Company Settings'. The main content area is titled 'Your Organization's Users' and contains a 'Create New User' button, a search bar, and a table of users. A 'Hide disabled users' checkbox is checked. The table has columns for Name, Email, Role, and Access. Below the table, it shows 'Showing 1-1 of 1' and 'Results per page: 10/50'. On the right side, there is a 'Learn more with PI' section with a 'Quick Guide To User Role' table and a link to 'Read the Full Article: Understanding User Roles'.

Name	Email	Role	Access
User, Demo	demouser@pimidlantic.com	Account Owner	<input type="checkbox"/>

Name	Email	Access
Astarita, Brenda	bastarita@compasswfs.com	<input type="checkbox"/>
Barker, Bill	bbarker@pimidlantic.com	<input type="checkbox"/>
Buchanan, Trisha	tbuchanan@pimidlantic.com	<input type="checkbox"/>

5) To enable or disable a Third Party User, toggle the Access column on and off.

Manage access of users outside of your organization, such as your PI Certified Partner and Customer Success Manager.

You can only 'Enable' or 'Disable' users in this table. To add a new third party user, contact your PI Certified Partner.

Name	Email	Access
Astarita, Brenda	bastarita@compasswfs.com	<input checked="" type="checkbox"/>
Barker, Bill	bbarker@pimidiantic.com	<input checked="" type="checkbox"/>
Buchanan, Trisha	tbuchanan@pimidiantic.com	<input checked="" type="checkbox"/>
Disney, Belle	moirasherry@gmail.com	<input type="checkbox"/>
Earnst, Randy	rearnst@pimidiantic.com	<input checked="" type="checkbox"/>
Ferres, Jasmine	jferres@pimidiantic.com	<input checked="" type="checkbox"/>
Frank, Kathleen	kfrank@pimidiantic.com	<input checked="" type="checkbox"/>
Hanson, Mia	mhanson@pimidiantic.com	<input checked="" type="checkbox"/>
Johnson, Mark	mjohnson@pimidiantic.com	<input checked="" type="checkbox"/>
Kinsella, Teri	tkinsella@pimidiantic.com	<input checked="" type="checkbox"/>

Showing 1-10 of 30 [PREV](#) 1 2 3 [NEXT](#) Results per page: 10 50