

EWOV Member Portal

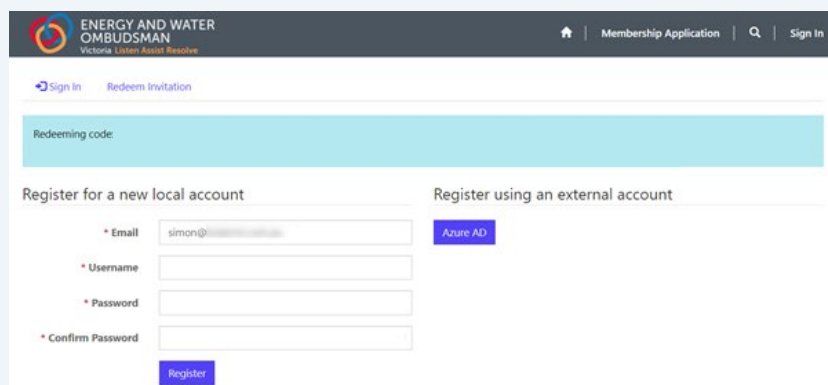
Getting started

1. REGISTER AND LOGIN

You will get an invitation email. To register:

- › click the link in the email,
- › create a login by entering your email address, and
- › choose a unique username and password.

Login to [the portal](#) to access member's only information.



PORTAL ACCESS LEVELS

The following roles have different access:

Principal Business Contacts have oversight of the account on the Member Portal. They can access all areas and functions including creating logins for other users.

Finance and Accounts Contacts are given access to all invoices, complaint data and reports.

Complaint Handling Contacts have access to complaint data and reports.

2. CREATING USERS

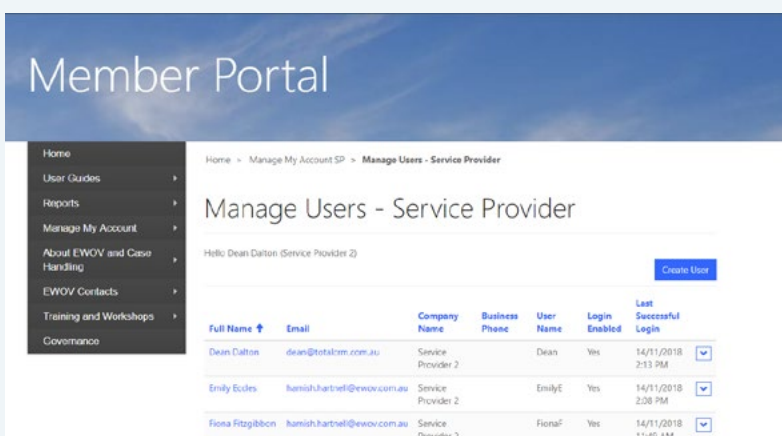
TO MAKE A NEW USER:

- › select **Manage My Account**, choose **Manage Users** then click the **Create User** button,
- › enter the user's last name and email address,
- › select the new user's role - either Finance and Accounts or Complaint Handling Contact and press **Submit**.

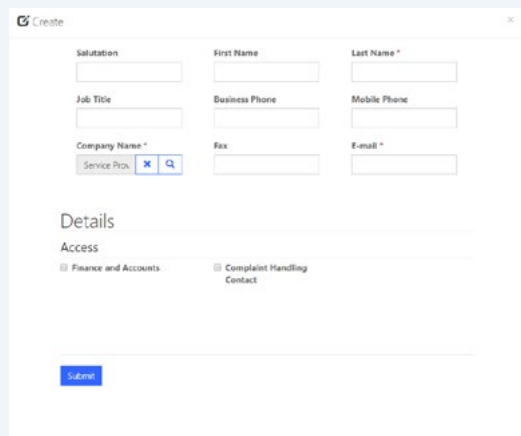


The company name will be filled in automatically.

If you require assistance, contact: PortalAdmin@ewov.com.au



Full Name	Email	Company Name	Business Phone	User Name	Login Enabled	Last Successful Login
Dean Dalton	dean@totalcm.com.au	Service Provider 2		Dean	Yes	14/11/2018 2:13 PM
Emily Eades	emiliehartnell@ewov.com.au	Service Provider 2		EmilyE	Yes	14/11/2018 2:08 PM
Fiona Fitzgibbon	hamish.hartnell@ewov.com.au	Service Provider 2		FionaF	Yes	14/11/2018 11:49 AM



3. MANAGING USERS

TO SEE A USER'S DETAILS:

- › click **Manage My Account**, choose **Manage User**, and click on a user's name; or
- › on the **Manage Users** screen, click the downward facing arrow to the right of an entry and select view details.

TO EDIT A USER'S DETAILS:

- › on the **Manage Users** screen, click on the downward facing arrow at the right of the user's name, and select **edit user**,
- › tick the **Login Enabled** box and press submit to give a user access to the portal. Unticking this box will remove access.



As a **Principal Business Contact** you have access to user's:

- › name and address details

You can't:

- › change a user's password, or
- › delete a user (you can only turn off their access)

Full Name	Email	Company Name	Business Phone	User Name	Login Enabled	Last Successful Login
Dean Dalton	Dean.Dalton@example.com.au	Service Provider 2		Dean	Yes	14/11/2018 2:13 PM
Emily Eccles	Emily.Eccles@example.com.au	Service Provider 2		EmilyE	Yes	14/11/2018 2:08 PM
Fiona Fitzgibbon	Fiona.Fitzgibbon@example.com.au	Service Provider 2		FionaF	No	14/11/2018 11:49 AM
Gerard Gerard	Gerard.Gerard@example.com.au	Service Provider 2			No	
Harold Harrison	Harold.Harrison@example.com.au	Service Provider 2		HaroldH	Yes	14/11/2018 11:50 AM
Ivan Ivanovich	Ivan.Ivanovich@example.com.au	Service Provider 2			No	

4. USING THE PORTAL

To change your password:

- › click **Profile** in the drop down menu on the top right-hand corner of the screen
- › click **Change password** under the Security menu

Home > Profile > Change Password

Change Password

Kristy Knight

Profile

Security

Change Password

Change Email

Manage External Authentication

Username: KristyK

* Old Password: [input field]

* New Password: [input field]

* Confirm Password: [input field]

Change Password