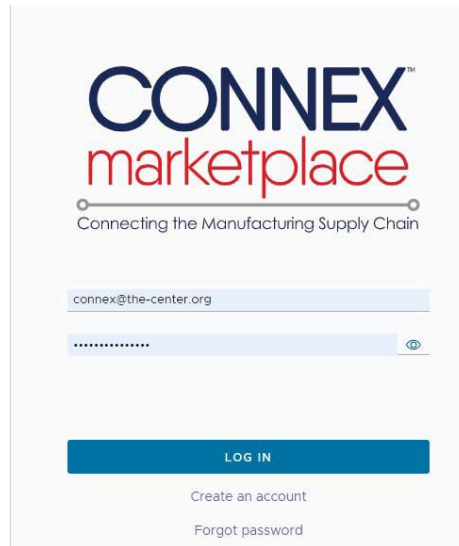
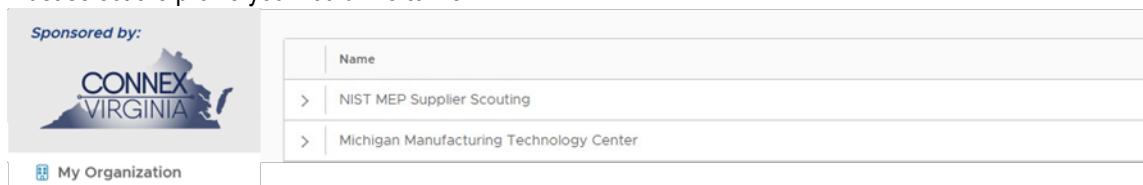


How to Invite Users to Help Manage Your Profile

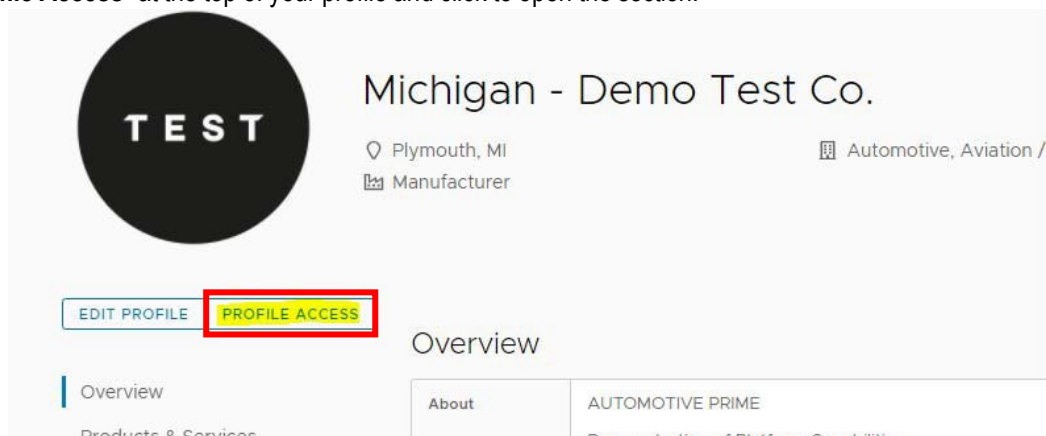
1. Login to your **CONNEX Virginia** account at:
<https://genedge.org/connex-virginia>



- a. Upon login, you will see your company profile. **Note:** If you are affiliated with more than one location, you must select the profile you would like to view.



2. Locate **"Profile Access"** at the top of your profile and click to open the section.



How to Invite Users-to-Help-Manage-Your-Profile (cont.)

- In the "Profile Access" section, select the "Invitations" tab.

Profile Access

You can invite users to access and manage Michigan - Demo Test Co..

Users **3**

Invitations 2

- Type in an email address. Then select the arrow drop down in the "Roles" box to assign the desired role(s) to the user.

Profile Access

You can invite users to access and manage Michigan - Demo Test Co..

Users **3** **Invitations 1**

Email Address
proudtomanufacture@mmtc.org

Account	Invited	Roles
jromain@mmtc.org	4/6/2022 by Rebekah Mccarter	Profile Editor x

Roles **1**

- Administrator
- Subscription Manager
- Profile Editor
- Profile Viewer
- Supply Chain Manager
- Supply Chain Viewer
- Exchange Center Manager

SEND INVITATION

- For help on those user roles, select the (i) button for a description. You can also access the **CONNEX User Role** document link to download within the **Supporting Documents and Tutorials** bottom section of this web page: <https://genedge.org/connex-virginia>

Profile Access

You can invite users to access and manage Michigan - Demo Test Co..

Users **3**

Invitations 1

Email Address

proudtomanufacture@mmtc.org

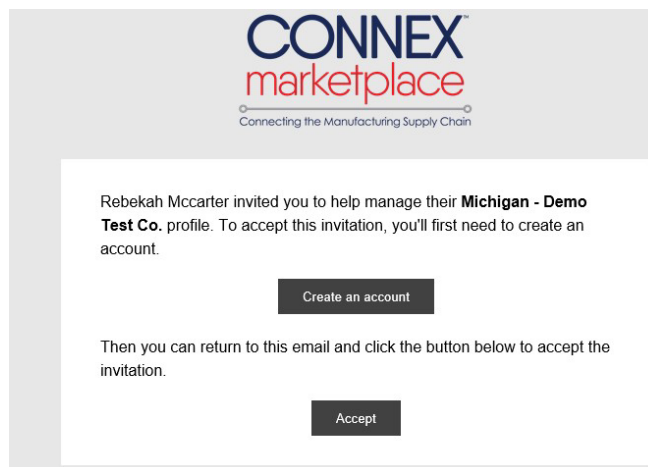
Roles **1**

SEND INVITATION

How to Invite Users-to-Help-Manage-Your-Profile (cont.)

- After you have assigned at least one role for the user, click **"Send Invitation"**

- The invited user will receive an email from noreply@connexmarketplace.com letting them know they were invited to help manage a company profile. If they do not see this invitation, please have them check their spam or junk folder. The invitation will stay in the **"Invitation"** tab until accepted.



- To cancel the invitation, click the three (3) vertical dots to the left of the user email, and select, **"Revoke Invite"**

- Who do I contact with any questions regarding CONNEX Virginia?**

Connect with your **GENEDGE Regional Growth Manager** today to learn more about CONNEX Virginia at: <https://genedge.org/connect-with-us> or email at connexva@genedge.org

