



**BWS**  
**Consultant Portal**  
**User Profile**  
**&**  
**User Management**  
**Guide**

# User Profile Setting and User Management

Board of Water Supply

John Doe ▾

- Profile Settings
- User Management
- Sign Out

Pukashell Designs, LLC

Qualification Editor

Part I - Specific Qualifications

- Point of Contact
- Proposed Project Category Team
- Key Personnel
- Example Projects

Part II - General Qualifications

PUKASHELL DESIGN, LLC

Submission Dashboard

## Qualification Editor

Part I - Specific Qualifications

- [Point of Contact](#)
- [Proposed Team](#)
- [Key Personnels](#)
- [Example Projects](#)

Part II - General Qualifications

## Account Actions

Clicking the user's name in the top left corner will display a menu that allows users to view and manage various account settings.

# Profile Settings

All users have the following options to edit/modify their profile settings:

Users may not edit:

- Name

- Email

- Delete their account

The screenshot shows a web interface with two tabs: 'Profile Settings' (active) and 'User Management'. The 'Personal Information' section contains fields for 'First Name' (John), 'Last Name' (Doe), and 'Password' (masked with asterisks). The 'Contact Information' section contains fields for 'Phone Number' (8087485000) and 'Email' (fn\_procurement@hbws.org). A 'Delete Account' button is at the bottom. Red arrows point from the text on the left to the Name, Email, and Delete Account sections, and from the text on the right to the Password and Phone Number fields.

Users may edit:

- Password

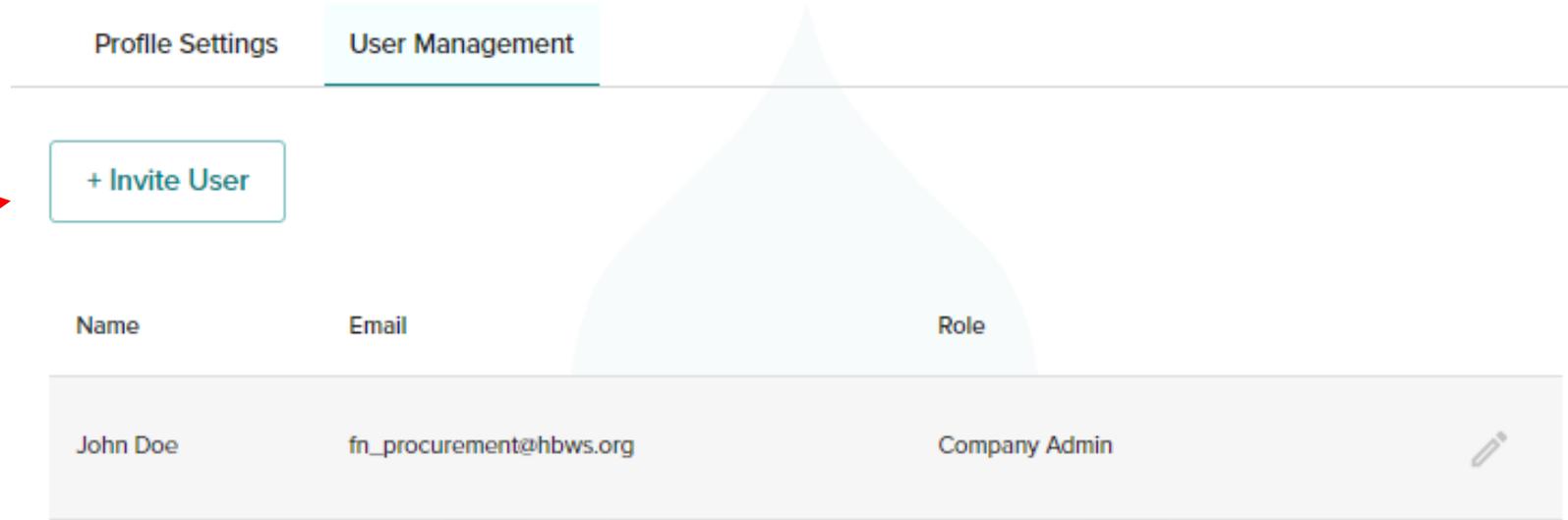
Note: Passwords must be at least 8 characters in length & include at least 1 special character

- Phone number

# User Management

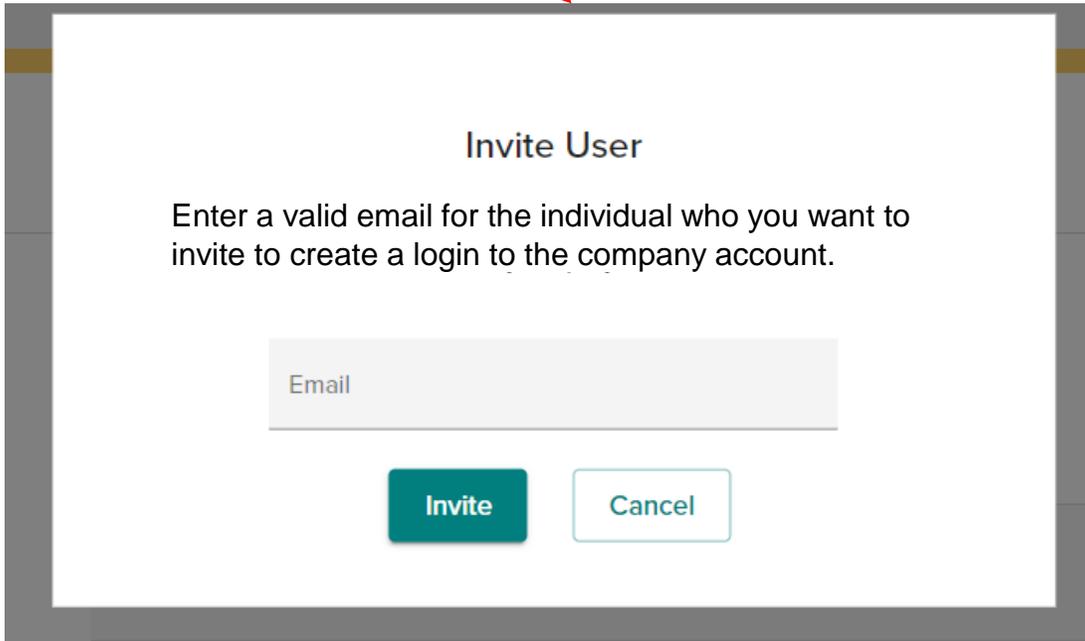
All users may invite other users to create a login to the company account.

- Click “Invite User”
- Complete the pop-up box.



The screenshot shows the 'User Management' tab selected. At the top left, there are two tabs: 'Profile Settings' and 'User Management'. Below the tabs is a '+ Invite User' button. Underneath is a table with the following data:

Name	Email	Role	
John Doe	fn_procurement@hbws.org	Company Admin	



The 'Invite User' pop-up window contains the following text and elements:

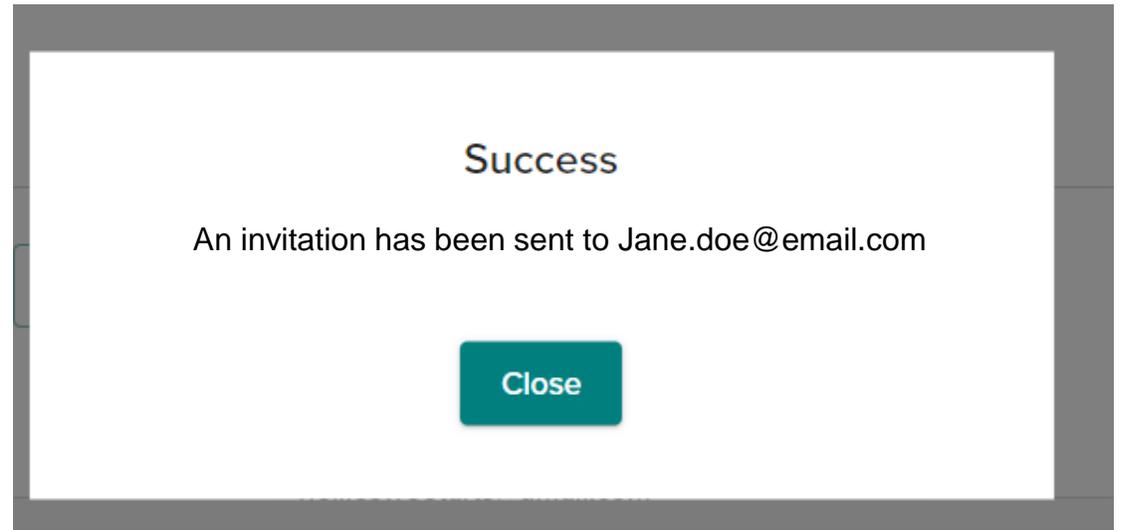
**Invite User**

Enter a valid email for the individual who you want to invite to create a login to the company account.

Email

**Invite** **Cancel**

A pop-up window will appear to confirmation that the invitation has been sent.



The 'Success' pop-up window contains the following text and elements:

**Success**

An invitation has been sent to Jane.doe@email.com

**Close**

Profile Settings

User Management

+ Invite User

Name

Email

Role

John Doe

fn\_procurement@hbws.org

Company Admin



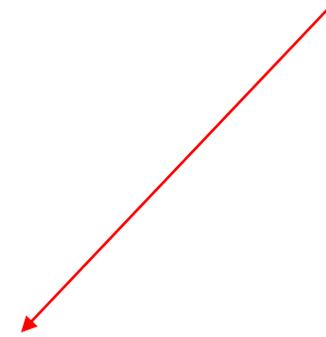
PENDING USER

Jane.doe@email.com

Employee

Resend Invite

All users may resend an invitation to create a user login

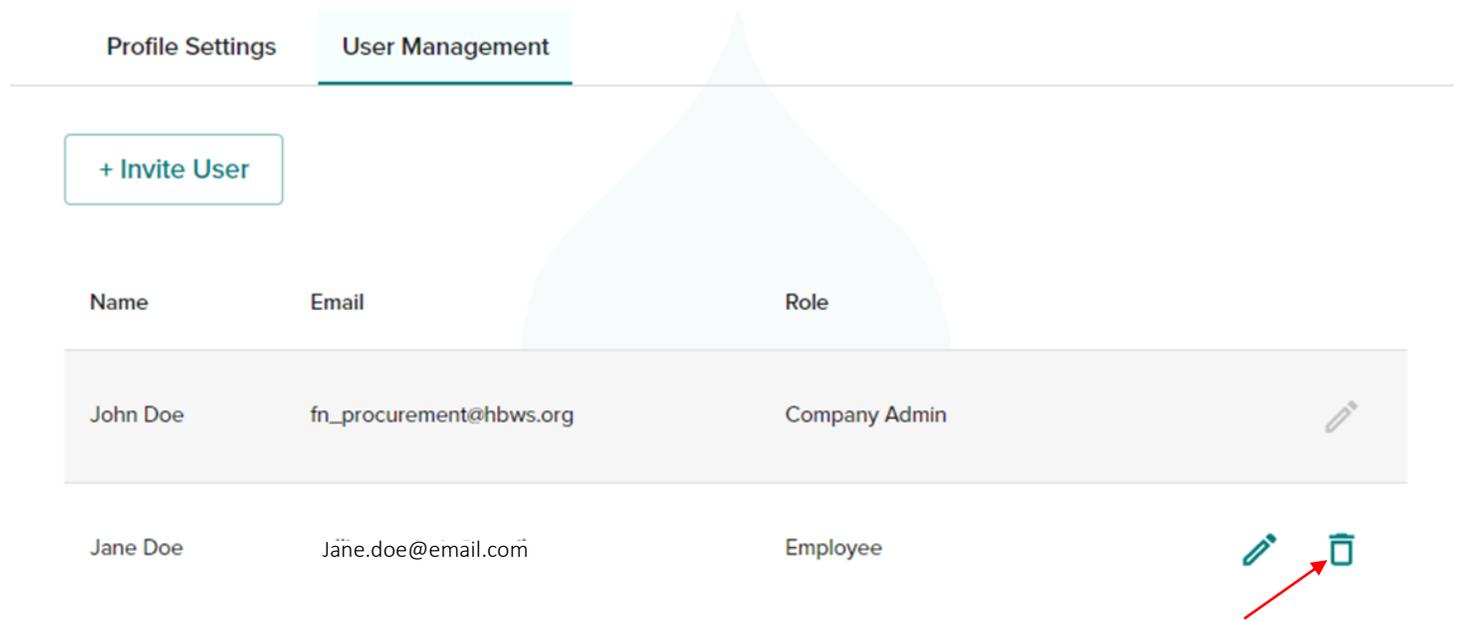


# User Management

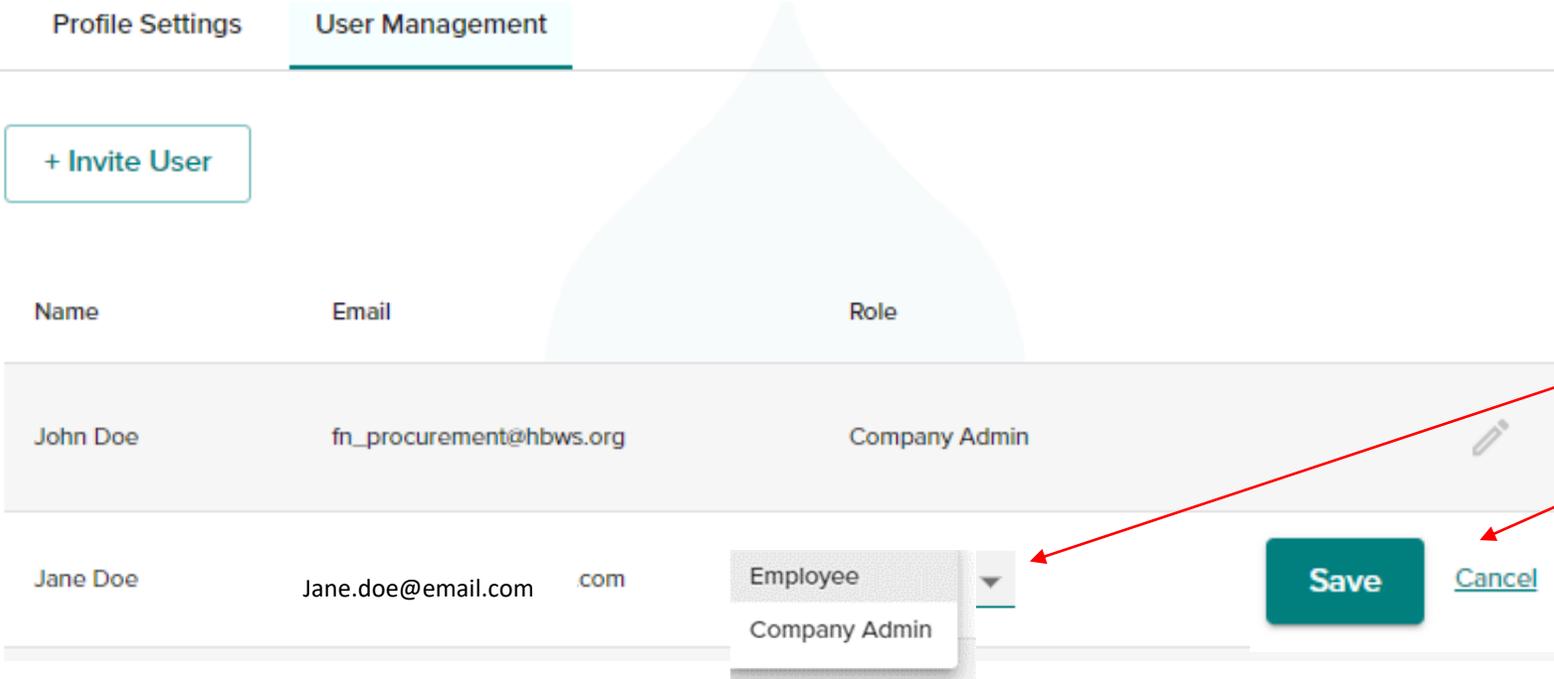
**Only** users with a **Company Admin** user role may perform the following actions:

- Remove other user login accounts.
- Modify other users' role.

Note: As a security precaution, a Company Admin user does not have the ability to delete or modify their own user role.



To remove a user's login, click the trash icon. Removing a user's login only removes the user's access to the company account from the email associated with the login. It does not remove information that the user has inputted into the Portal.



To modify a user's Role, click the pencil and select the applicable Role and click "Save".