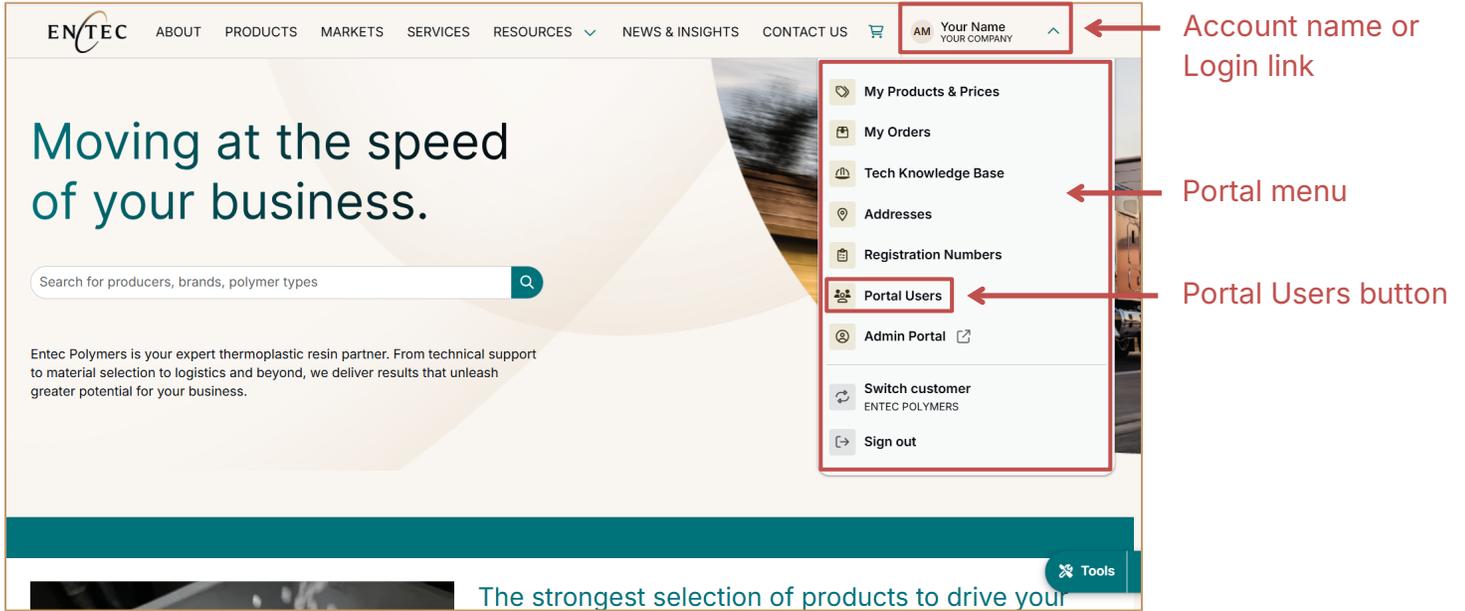


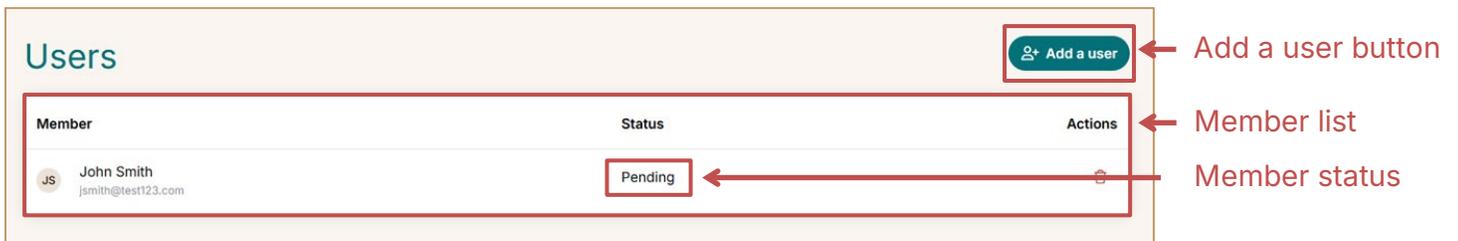
Adding Portal Users

On EntecPolymers.com in the upper right corner, click your **account name** to view the **portal menu** (you may need to sign in first by clicking **Login**). Select **Portal Users**.



Add a New User

Click the **Add a user** button. The **Member** list will show all of your company's active and pending users.



Enter the **first name**, **last name** and **email address**, then click the **Send invite** button. After the request has been processed, the new user will receive login instructions via email.

Please note: Only a user with an email address in your company's domain can be entered here (e.g., @yourcompany.com). Exceptions must be requested via email per the instructions below.

Add a user >

First name ← First name

Last name ← Last name

Email address @yourcompany.com ← Email address

Need to invite someone outside of your company domain? Please contact us at info@entecpolymers.com ← Instructions to request adding a user outside your company domain

Send invite → ← Send invite button

Cancel