

# Managing Users on the Abandoned Vehicles Portal

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# Table of Contents

1. Introduction ..... 2

1.1 Purpose ..... 2

1.2 Equipment or Programs Required ..... 2

2. Procedure ..... 3

3. Definitions ..... 4

4. Reference Documents ..... 4

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## 1. Introduction

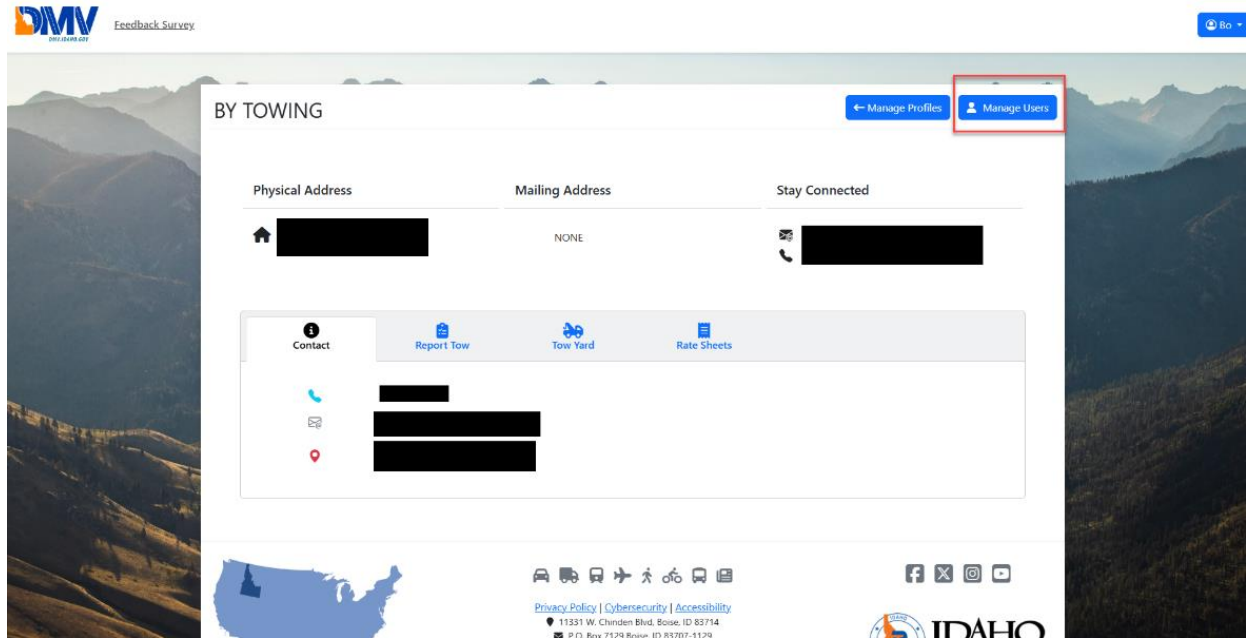
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### 1.1 Purpose

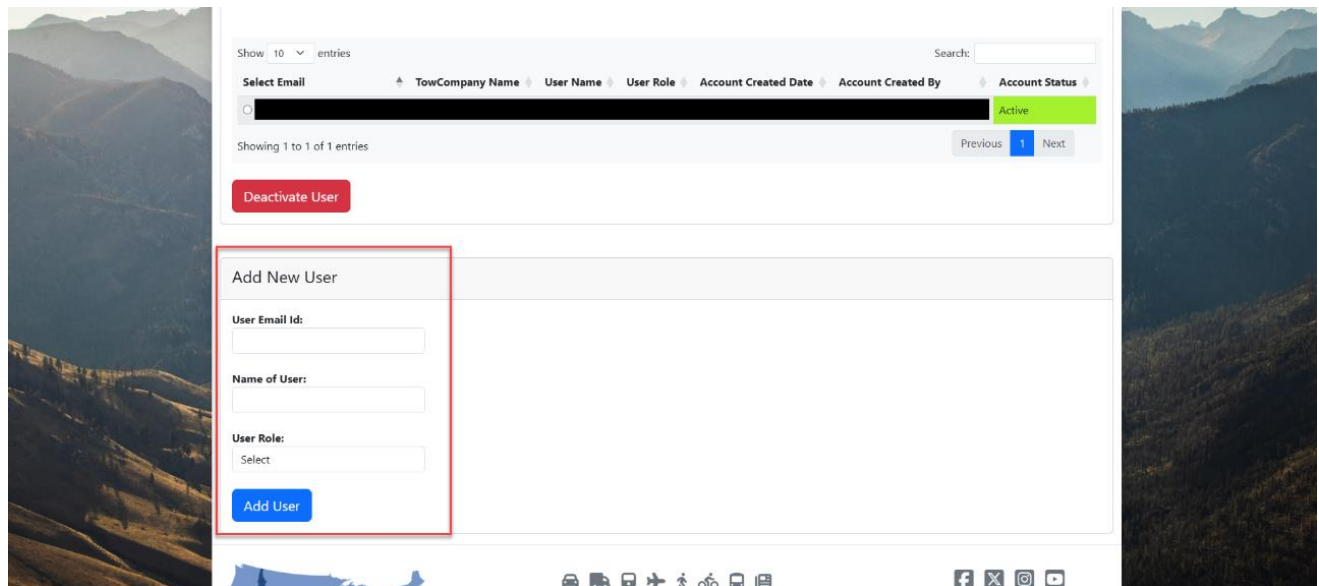
This guide will instruct users how to manage users on the abandoned vehicles portal.

## 2. Procedure

1. On the homepage, click the "Manage Users" button in the top right corner.



2. To add users, scroll down and enter their email, name and role (either admin or tech). Each new user requires a unique email. Once added, new users will receive an email with instructions on how to access the portal.
  - a. **Note:** There can only be two admins for a single company.



- To delete users, click the bubble next to their name and click the “deactivate user” button beneath it.

