Signet® | Access Management

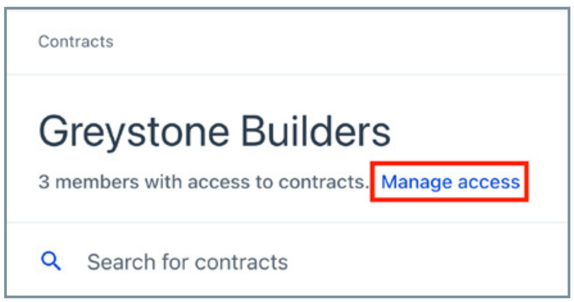
With Signet, vendors can manage who has access to the current and future contracts associated with their business. This guide will show you how.

BEST PRACTICES

Inviting Users

When a payment has been recorded and a contract is present in Signet, the business's power users are notified of the contract and, for new users, prompted to activate their account. Once a power user has accessed the contract they can invite additional members to view and take action on the contract by using the **Manage access** link on the **Contracts** page.

Good to know: Access users must be added to your business from within Signet, not from the Account Settings page of your Infotech® account. See screenshot below.



The **Manage access** link highlighted on the **Contracts** page.

New members can take action on the contract as soon as they receive the welcome email and activate their account.

What do we mean by taking action on a payment? Actions include recording payments, verifying payments, and marking payments complete in the Signet service.

User Roles

Anyone with access to a business's contracts is considered a **member** of that business. Members can have one of two role types: **power user** or **access user**.

+ **Power User:** The business's primary member(s) as recorded with the agency. They have admin privileges within Signet and can add new members to the business. Power users must be designated by the agency prior to the start of a contract.

+ **Access User:** Members who are added to the business by a power user. They can view, verify, and record payments at the pay estimate level and have access to all current and future contracts associated with the business. They cannot invite additional users.

See account and business management for help and additional info.

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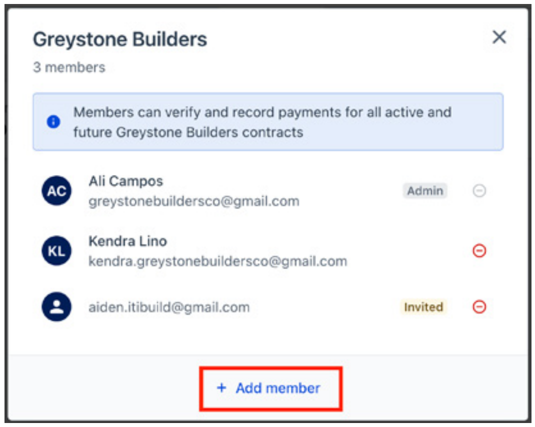

In the screenshot above, Ali Campos is the **power user**, Kendra Lino is an **access user**, and aiden.itibuild@gmail.com has been **invited** as an access user but has not yet activated their account.

FAQ

→ **Can I give someone else my status as a power user?**

Once a contract has been entered into the service, the only way to give another person your power user status is to surrender your account and allow the other person to reassign your email address to their account. *This course of action is not recommended*. The best approach is to make sure that your business has the correct power user emails on record with the agency before the start of a contract. Contact support if you need help.

→ **How will new members know they've been invited to my business?**

When you add a new member to your business, they receive an email inviting them to activate their Signet account and view the contract. They can begin taking action on the contract as soon as they accept the invitation and activate their account.

→ **Can I have more than one power user?**

Yes! To assign power users, make sure you provide the correct email addresses to the agency ***before*** contracts are entered into Signet for your business. Power users can bring in additional access users, but they will not have admin capabilities.