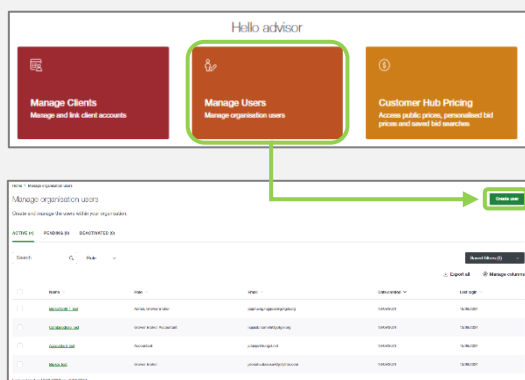
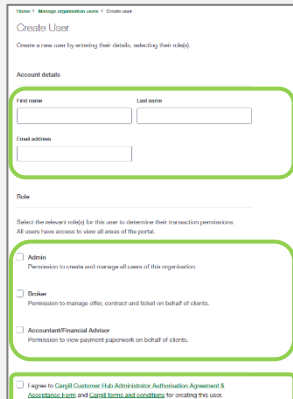
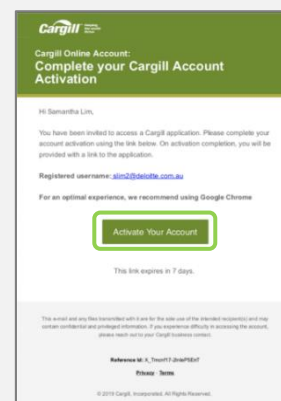


# Manage Organisation Users – Admin Guide

Organisation users are created and managed by an organisation's admin users. Admin users can also manage their own access to add additional roles if required. Admins can create up to 10 organisation users, but you can request more users if required. To manage organisation users, sign into the Customer Hub and click the Manage users tile on the home page.

## 1. Create new user

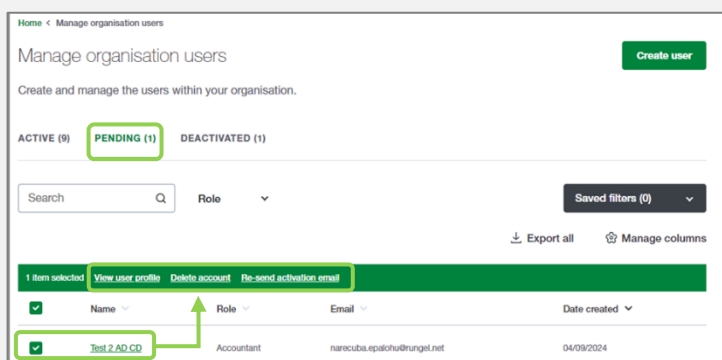
1. Sign into the Customer Hub, click the 'Manage Users' tile on the homepage.
2. In the Manage organisation users screen, click 'Create user'.

3. Complete the 'Create User' form:

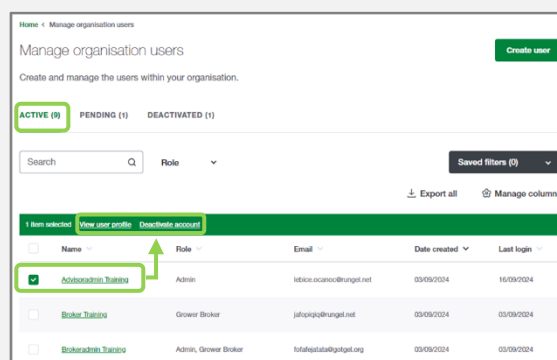
- Name and email address
- Applicable roles (permissions)
- Agree to Cargill's terms of use
- Click 'Create User' to submit

4. Organisation users will receive an activation email to complete their account set up and set their password.

## 2. Manage Users

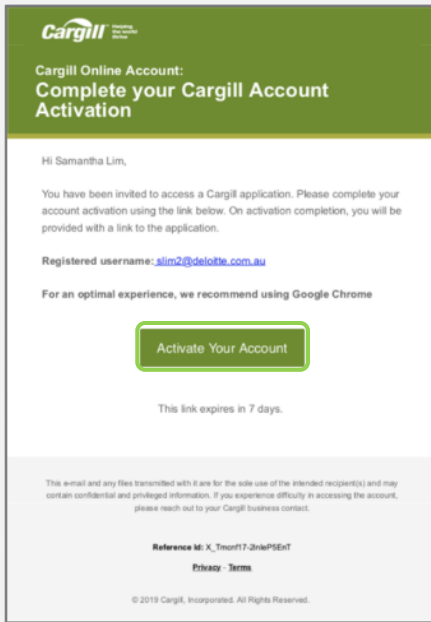
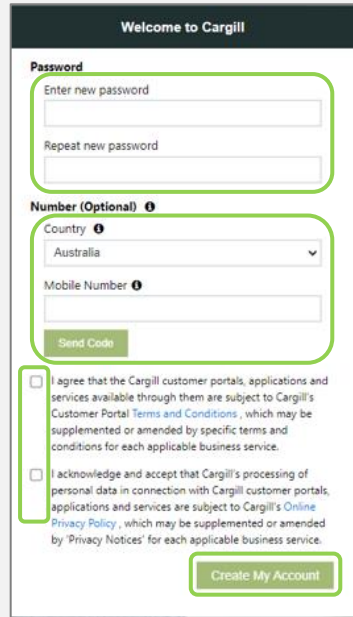


1. New users are recorded in the Pending tab until they have activated their account.
2. From here, you can select a user in the table and choose an option from the green activity bar:
  - View user profile
  - Delete Account
  - Resend the activation email if it has expired.



3. In the Active tab, select a user in the table and then an option from the green activity bar:
  - 'View user profile' – to view/edit details. (You can assign other roles to an Admin user profile if required)
  - 'Deactivate user' – if account not required.

### 3. Activating organisation user accounts

Welcome to Cargill

**Password**

Enter new password

Repeat new password

**Number (Optional)**

Country **i**

Australia

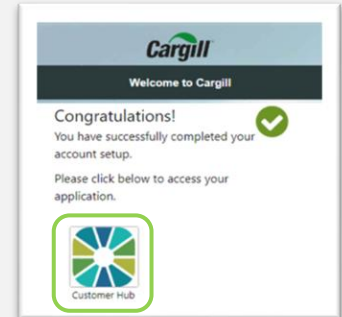
Mobile Number **i**

[Send Code](#)

I agree that the Cargill customer portals, applications and services available through them are subject to Cargill's [Customer Portal Terms and Conditions](#), which may be supplemented or amended by specific terms and conditions for each applicable business service.

I acknowledge and accept that Cargill's processing of personal data in connection with Cargill customer portals, applications and services are subject to Cargill's [Online Privacy Policy](#), which may be supplemented or amended by 'Privacy Notices' for each applicable business service.

[Create My Account](#)



4. Organisation users will receive an activation email to complete their account set up

2. Set a password, add your mobile number, agree to the Terms and Conditions and Privacy Policy, and click 'Create my account'.

3. To complete to process, click the Customer Hub icon to log into the portal, and request access to your client NGRs