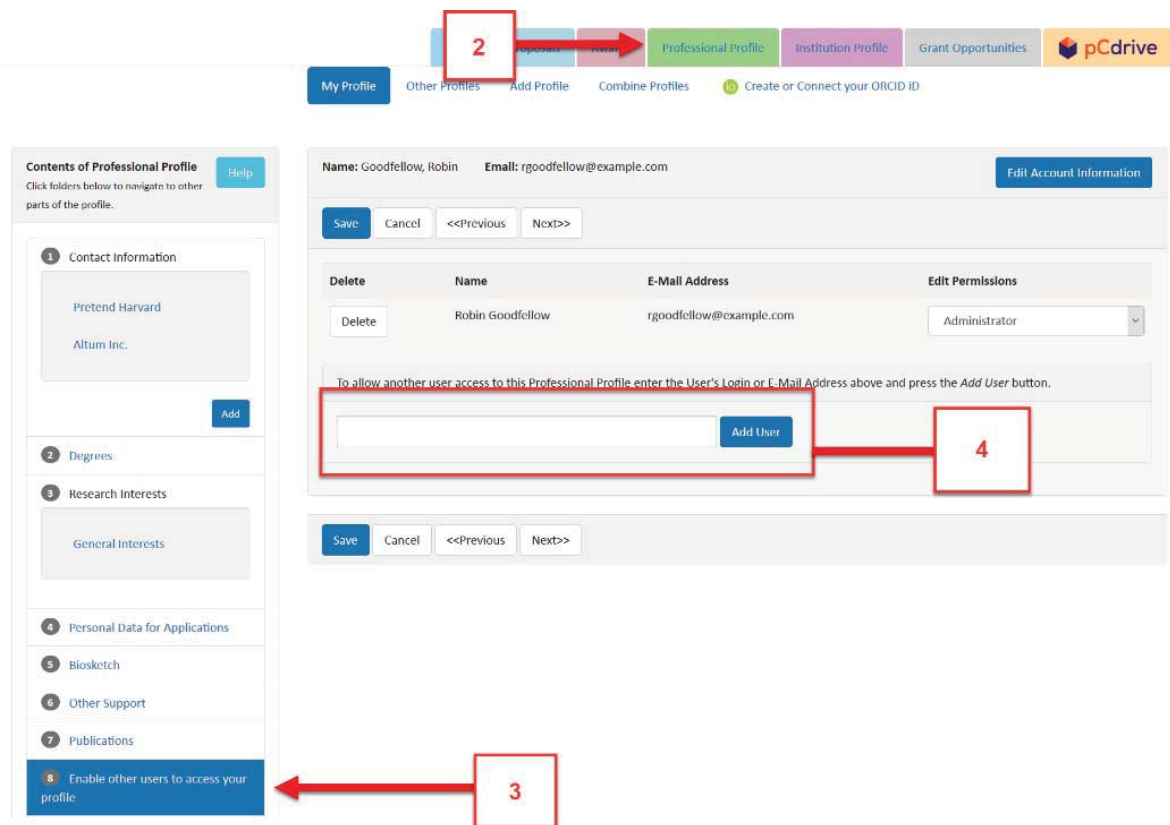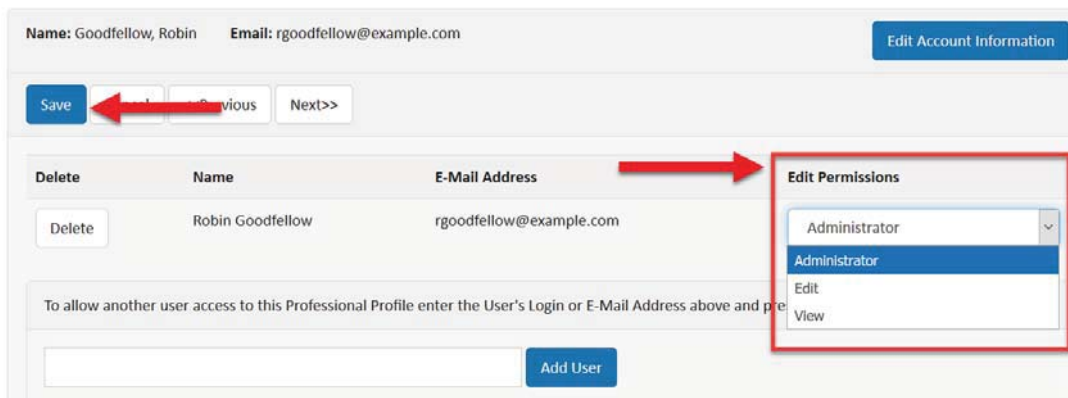# Enabling Others to Access Your Profile

Most likely there are other individuals at your organization who you may want to have access to your profile in order to help maintain it (e.g. administrative assistant). To grant other users access to your profile, follow these steps:

1. If not already logged in, go to https://proposalcentral.com/ and login under the "Application Login" section.

2. Click the green Professional Profile tab.

3. Click the Enable other users to access your profile link in the menu on the left.

4. Enter the e-mail address of the person and click the Add User button. Please note that the person **must** already have a ProposalCentral account. If they do not, they can create an account using the instructions found in the first section regarding creating a new account.
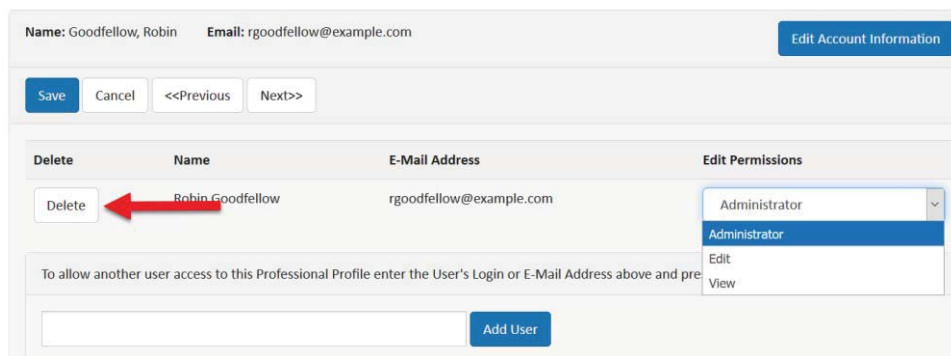
5. Select the desired permission level for the person and click the 'Save' button. The permissions are as follows:

    o   Administrator: The user can make any changes to your profile, including granting other users access to your profile (i.e. what you're doing now).

    o   Edit: The user can make any changes to your profile, EXCEPT they cannot grant other users access to your profile (i.e. what you're doing now) or see who has access to your profile.

    o   View: The user can only see your profile information; they cannot make any changes. They cannot see the other users who have access to your profile.

6. To enable others to access your profile, repeat steps 4-5.

    If you need to remove a user's access to your profile, repeat steps 1-3 above. When you arrive at the user access table, click the Delete link next to the user to remove.