

**Adding a new user  
with provider access**

**BETA** This is a new service - please [email us your feedback](#) to help us improve it.

# Chloe Matthews trading as 'Chloe Matthews Childminding'

Provider number: SP2000123456

Provider status: **REGISTERED**

Registered address: Gingerbread House  
Anytown  
DD1 4NY

## Actions

[Apply to register a new service](#)

You must confirm your provider details are up-to-date by checking the box at the bottom of page before you can apply to register a new service.

Provider details

User access

Manage services

Applications

[Add user](#)

Username	Email address	Access
ChloeM123	chloe.matthews@example.com	Provider

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- Provider details
- User access
- Manage services
- Applications

[Add user](#)

Click this button to add a new user.


Username	Email address	Access
ChloeM123	chloe.matthews@example.com	Provider

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## Add user with provider access

Chloe Matthews

SP2000123456

 The user will be able to make changes to the provider and all services associated with it. If they are only to have access to service(s), you should add them from that service.

### User details

Please provide the username and email address of the user you would like to add.

**Enter their username**

**Enter their email address**


[Add user](#) [Cancel](#)

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## Add user with provider access

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### User details

Please provide the username and email address of the user you would like to add.

#### Enter their username

#### Enter their email address

[Cancel](#)

Enter a username and email then click Add User.

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## Confirm user

Chloe Matthews

SP2000123456

 Please check and confirm the user details below

### User details

---

**Username** kidz10000

---

**Email address** a.smith@example.com

---

If this is not the correct user, please choose a different user.

[Confirm user](#) [Choose a different user](#)

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# Confirm user

Chloe Matthews

SP2000123456

 Please check and confirm the user details below

## User details

**Username** kidz10000

**Email address** a.smith@example.com

If this is not the correct user, please choose a different user.

[Confirm user](#) [Choose a different user](#)

Click to confirm.

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## Chloe Matthews

SP2000123456

**kidz10000 has been given access to Chloe Matthews**

kidz10000 can manage the provider and all of its associated services. You can remove their access at anytime from the [Manage users](#) tab.

[Return to provider overview](#)



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## Chloe Matthews

SP2000123456

**kidz10000 has been given access to Chloe Matthews**

kidz10000 can manage the provider and all of its associated services. You can remove their access at anytime from the [Manage users](#) tab.

[Return to provider overview](#)

Click to return to provider overview.

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Username	Email address	Access
ChloeM123	chloe.matthews@example.com	Provider
kidz10000	a.smith@example.com	Provider <a href="#">Remove user</a>

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Username	Email address	Access
ChloeM123	chloe.matthews@example.com	Provider
kidz10000	a.smith@example.com	Provider <a href="#">Remove user</a>

The new user is listed.

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kidz10000	a.smith@example.com	Provider

[Remove user](#)


Click this link to remove a user.

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## Remove user

Chloe Matthews

SP2000123456

 You are removing kidz10000 from the provider.

When you select 'Confirm removal' they will no longer be able to make requests on behalf of the provider. Any applications they have previously submitted will not be affected.


[Confirm removal](#) [Cancel](#)

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## Remove user

Chloe Matthews

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 You are removing kidz10000 from the provider.

When you select 'Confirm removal' they will no longer be able to make requests on behalf of the provider. Any applications they have previously submitted will not be affected.

**Confirm removal** [Cancel](#)

Click to confirm.

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## Chloe Matthews

SP2000123456

**Kidz10000 has been removed  
as a user from Chloe Matthews**

Kidz10000 can no longer make applications on behalf of the provider.  
You can add an additional user at anytime by using the manage users link on the portal homepage.

[Return to provider overview](#)