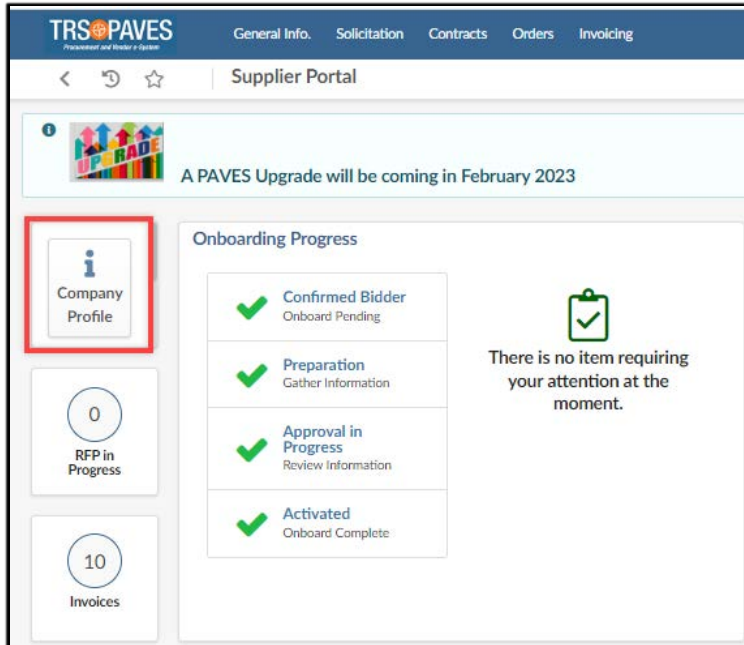
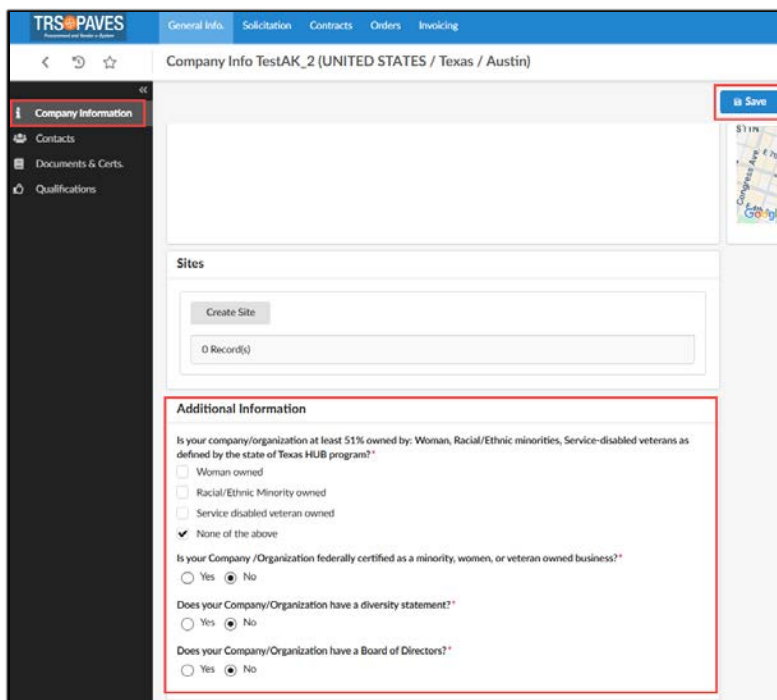


How to add an additional contact to a supplier account in PAVES (as a Supplier)

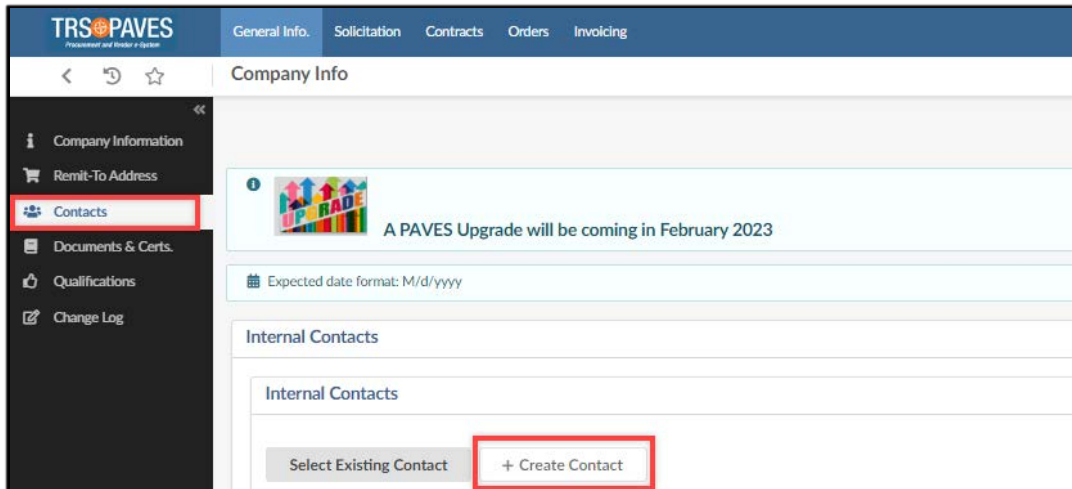
1. From the PAVES homepage, click on the Company Profile tile:



2. Before adding a new contact, ensure the mandatory fields in the **Company Information** tab are completed. Scroll down to the **Additional Information** section and provide an answer for the **four questions** if they are not already completed.



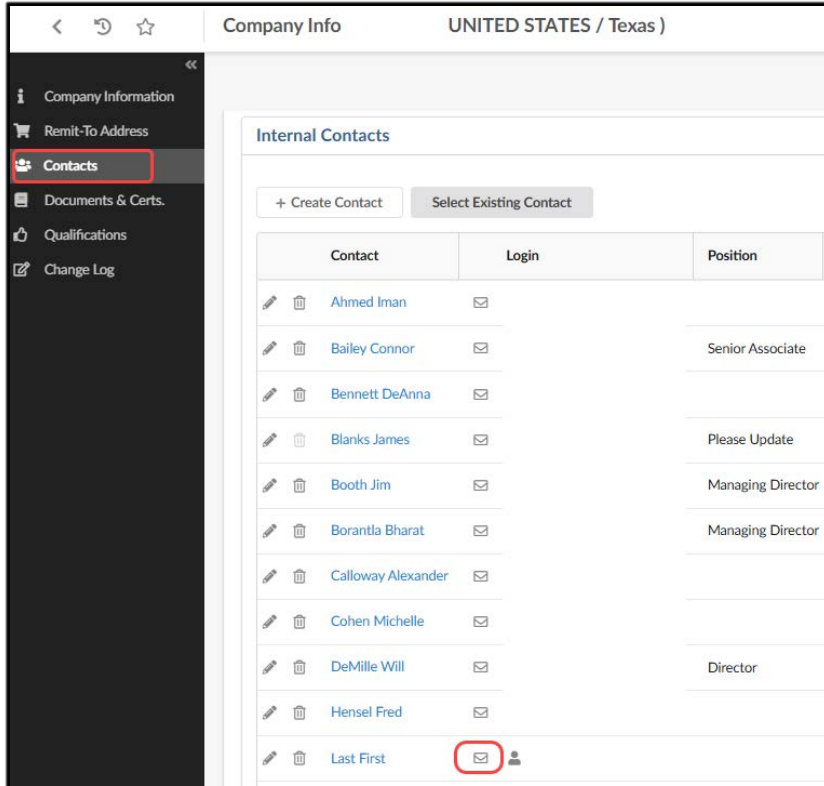
3. Click on the **Contacts** tab (far left side), then click on **+Create Contact**:



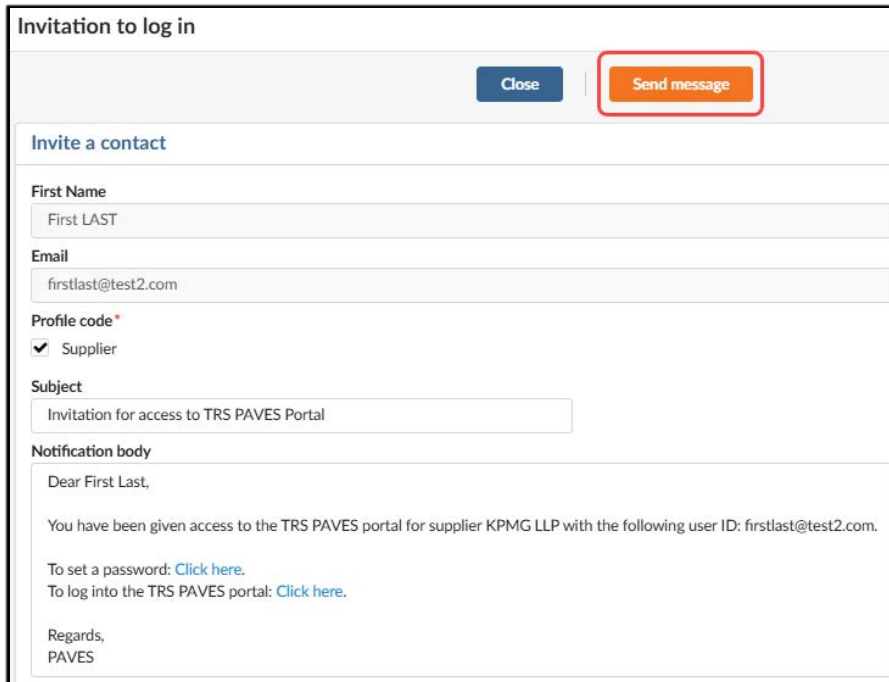
4. The Supplier Contact Management window opens. Enter the **first name, last name, email address, and phone number** of the new contact. Click **Save & Close**.

The screenshot shows the 'Supplier Contact Management' form. At the top right, there are three buttons: 'Save', 'Save & Close' (highlighted with a red box), and 'Close'. The form is divided into several sections: 'Identity', 'Phone', and 'Photo'. In the 'Identity' section, there are fields for 'Title', 'First Name *' (highlighted with a red box), 'Last Name *' (highlighted with a red box), 'Email *' (highlighted with a red box, containing 'firstlast@test2.com'), 'Position', and 'Internal Identifier'. Below these are 'List of languages' with 'English' selected. In the 'Phone' section, there is a 'Phone' field (highlighted with a red box, containing '555-555-5555') and a 'Cell Phone' field. In the 'Photo' section, there is an 'Add a picture' button.

5. After adding the new contact, the last step is to generate an email so the new contact can set up their password to log into PAVES. To do this, click the **envelope icon** next to the new contact's name.



6. The Invitation to log in window opens. Click **Send message**.



7. The new contact has been set up and will be able to log into PAVES once they use the links in the email to create a password.