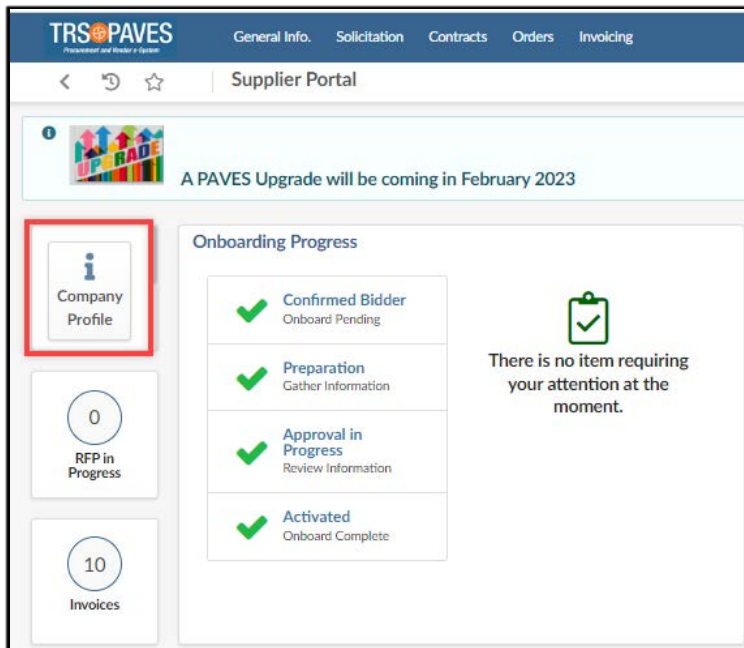
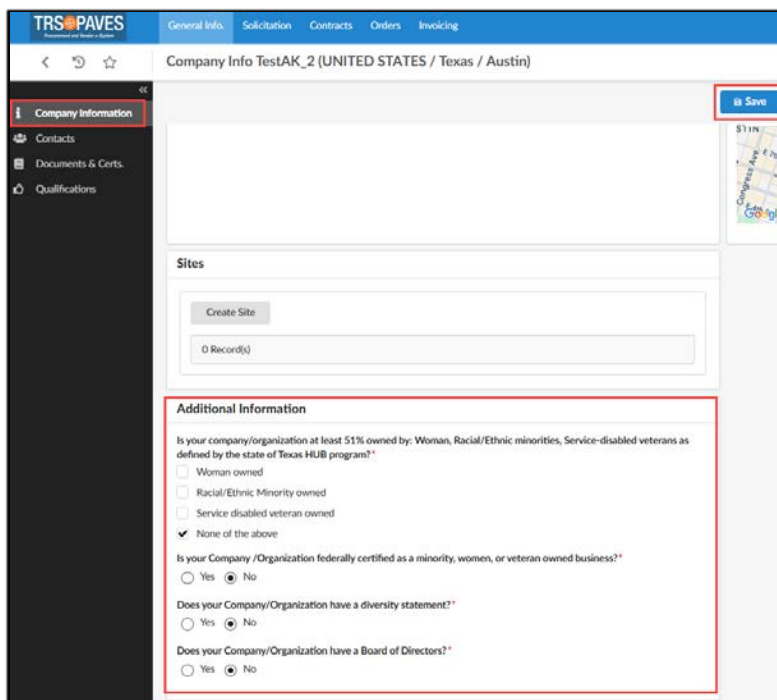


How to add an additional contact to a supplier account in PAVES (as a Supplier)

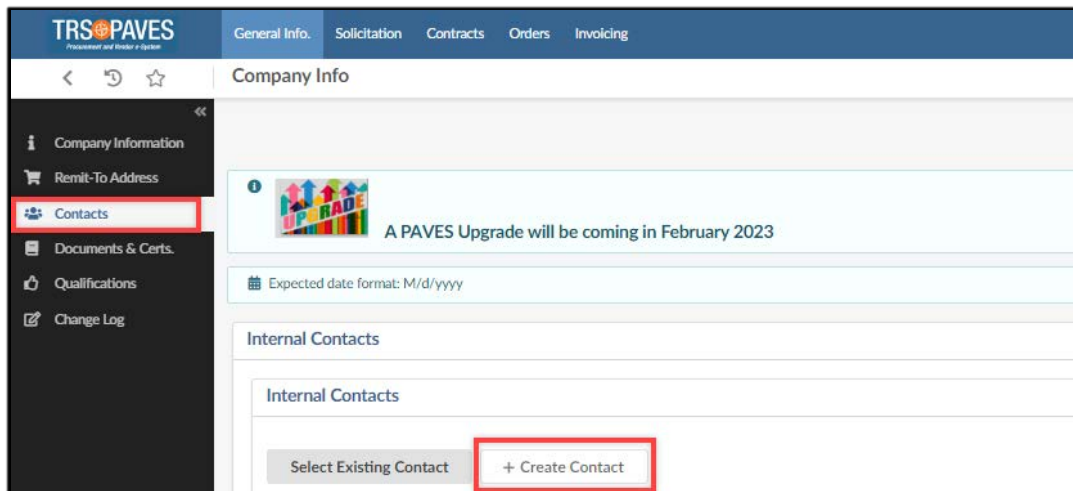
1. From the PAVES homepage, click on the Company Profile tile:



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.



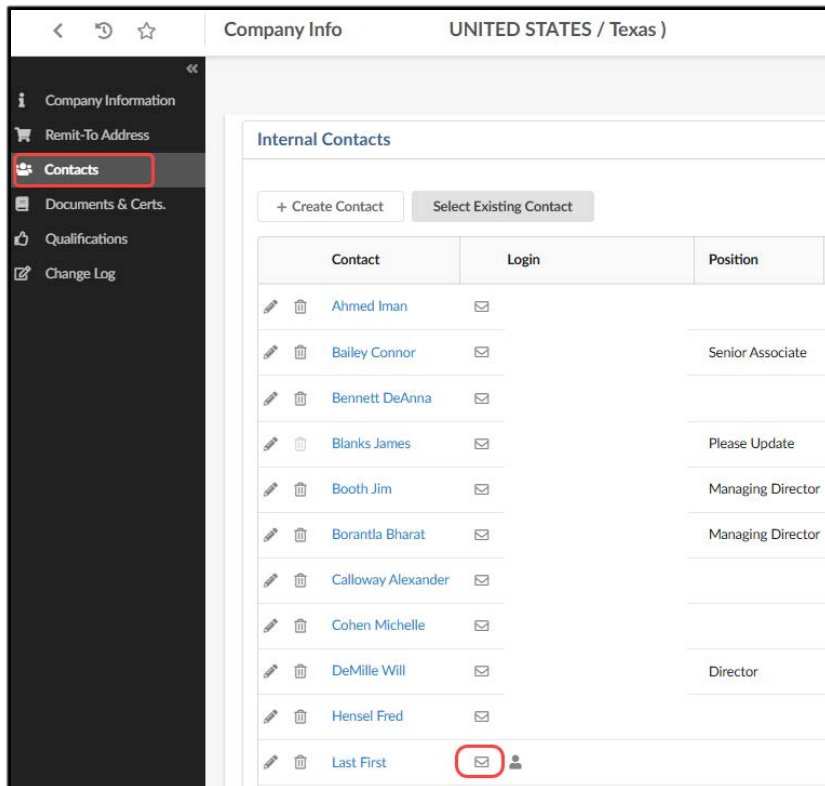
3. Click on the **Contacts** tab (far left side), then click on **+Create Contact**:



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 sections: 'Identity', 'Phone', and 'Photo'. In the 'Identity' section, the 'First Name' and 'Last Name' fields are highlighted with red boxes. Below them, the 'Email' field is highlighted with a red box. In the 'Phone' section, the 'Phone' field is highlighted with a red box. The 'Photo' section has 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**.

Invitation to log in

Close Send message

Invite a contact

First Name
First LAST

Email
firstlast@test2.com

Profile code*
☒ Supplier

Subject
Invitation for access to TRS PAVES Portal

Notification body
Dear First Last,

You have been given access to the TRS PAVES portal for supplier KPMG LLP with the following user ID: firstlast@test2.com.

To set a password: [Click here](#).
To log into the TRS PAVES portal: [Click here](#).

Regards,
PAVES

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.