VMIA Portal

How do I assign admin permissions to an existing user?

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vmia

vmia Client portal - Amb Testorg1

Amb Testorg1

Switch organisation

View organisation profile | Amb Testorg1

Step 1. Click on 'View organisation profile'.

My policies | My renewals | My claims | My Invoices | Assessment in

Policy state | Current | Upcoming | Previous

Step 2. Identify the contact you want to give admin access to from the list and select **'Update'**.

Note: If the contact has not yet been added to the portal, follow the steps outlined in the guide called, 'How do I add additional users?'

Contacts

First name	Last name	Contact ID	Email	Status	Portal access	
Tester01	VMIA	CONT-1537	Test Organisation	ACTIVE	Yes	✎ Update
VMIA1	test1	CONT-1626	Test Organisation	ACTIVE	Yes	✎ Update
Mrs	CEO	CONT-1827	Test Organisation	PENDING-REGISTRATION	Yes	Actions ⌄
Rahul	uat	CONT-1847	Test Organisation	ACTIVE	Yes	✎ Update

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Step 3. Select the drop-down arrow next to the **'Account type'** field.

Note: Only portal administrators can assign admin permissions to other users.

Account details

Account type *

Claims | Insurance

Admin
Construction
Cyber
Delegate restricted access
Finance
Fleet Manager
Head of organisation
IBPS Contact
IBPS Signatory
MI Contact
Renewal Coordinator
Risk
SRS
VicFleet

Step 4. Select **'Admin'** from the drop-down list.

Step 5. Click '**Submit'**. The request will be sent to VMIA for review and approval.

Submit