



## VMIA Portal

How do I add additional portal users?

[vmia.vic.gov.au](http://vmia.vic.gov.au)



# How do I add additional portal users?

Step 1. Click on 'View organisation profile'.

Note: Only portal administrators can add another user.

Step 2. Select '+ Add contact'.

First name	Last name	Contact ID	Email	Status	Portal access	
Tester01	VMIA	CONT-1537	Test email	ACTIVE	Yes	<a href="#">Update</a>
VMIA1	test1	CONT-1626	Test email	ACTIVE	Yes	<a href="#">Update</a>
Mrs	CEO	CONT-1827	Test email	PENDING-REGISTRATION	Yes	Actions <span>▼</span>
Rahul	uat	CONT-1847	Test email	ACTIVE	Yes	<a href="#">Update</a>

# How do I add additional portal users?

Create new contact **NEW**

## Add contact details

Personal information

Job title\*  Title

First name\*  Last name\*

Primary contact

Phone number\*  Email\*

### Account details

Account type\*

Admin  Claims  Insurance

**Step 3.** Enter the individual's contact details in the relevant fields.

**Note:** It is possible to select multiple different user roles from the 'Account type' drop-down e.g., Admin, Claims, and Construction.

**Step 4.** Select the type(s) of user account from the 'Account type' drop-down (e.g., Admin, Insurance, Claims – see the section called, 'VMIA Portal User Roles' for further information regarding the different user roles and the associated permissions).

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