

Managing user access

Please note by adding a user to your flock they will have full access to all of your flock's details. This allows them to upload data, edit company details, pay subscription fees, access ASBVs and reports, etc.

Step one

From the account menu, go to 'My Company' (Figure 1, A) then select 'Company Details' (Figure 1, B).

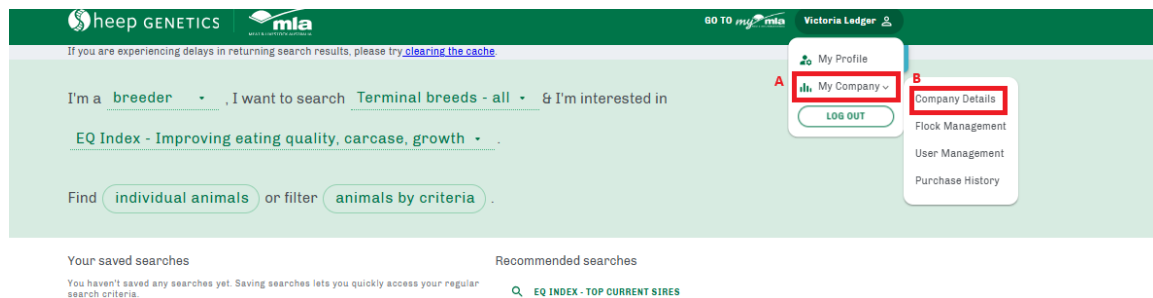
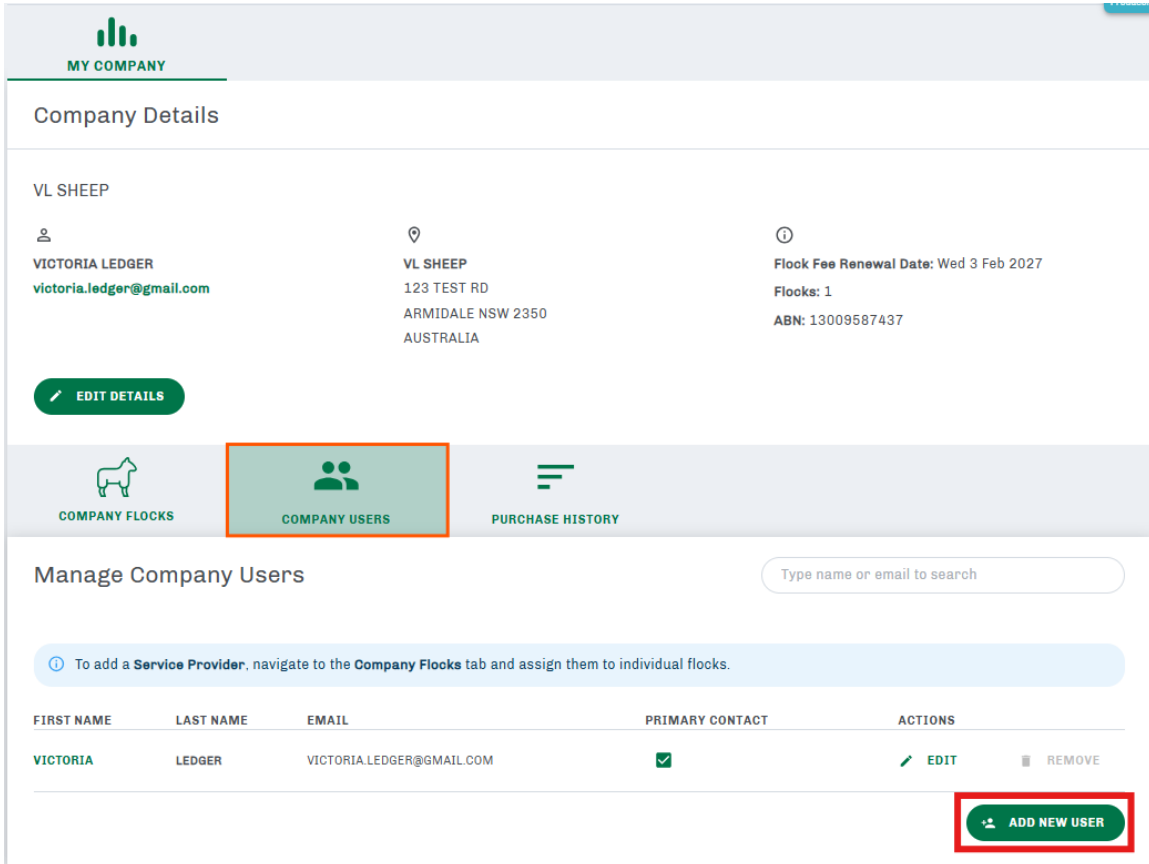


Figure 1. The user account menu displayed after selecting the logged-in user's name.

Step two

Select the 'Company Users' tab and then select 'Add New User' (see Figure 2).



MY COMPANY

Company Details

VL SHEEP

 **VICTORIA LEDGER**
victoria.ledger@gmail.com

 **VL SHEEP**
123 TEST RD
ARMIDALE NSW 2350
AUSTRALIA

 **Flock Fee Renewal Date:** Wed 3 Feb 2027
Flocks: 1
ABN: 13009587437

 **EDIT DETAILS**

 **COMPANY FLOCKS**

 **COMPANY USERS**

 **PURCHASE HISTORY**

Manage Company Users

Type name or email to search

 To add a **Service Provider**, navigate to the **Company Flocks** tab and assign them to individual flocks.

FIRST NAME	LAST NAME	EMAIL	PRIMARY CONTACT	ACTIONS
VICTORIA	LEDGER	VICTORIA.LEDGER@GMAIL.COM		 EDIT  REMOVE

 **ADD NEW USER**

Figure 2. The company users section in the producer page.

Step three

Enter the user's email address associated with a Sheep Genetics (myMLA) account and select 'Confirm Email' (Figure 3). This will add the email address as a user to your flock.

Please note, if you are adding someone new to your flock they will have to create a Sheep Genetics (myMLA) account prior to adding them to your flock.

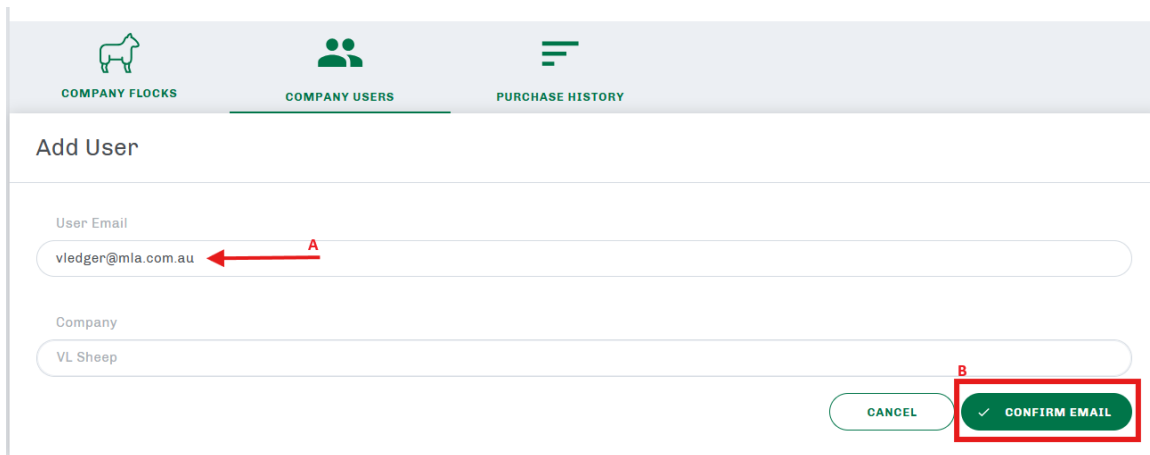


Figure 3. The Add User tab.