Associating User Instructions

Secondary Preparers, Consultants and Reviewers will not be able to access the MAERS data for the source unless they are registered MAERS users and then associated with the source by the Primary Preparer.

Step 1: Go to the System Utilities tab and select Manage Users (Figure 3-10). *Note: Only those registered as a Primary Preparer have access to this function.*

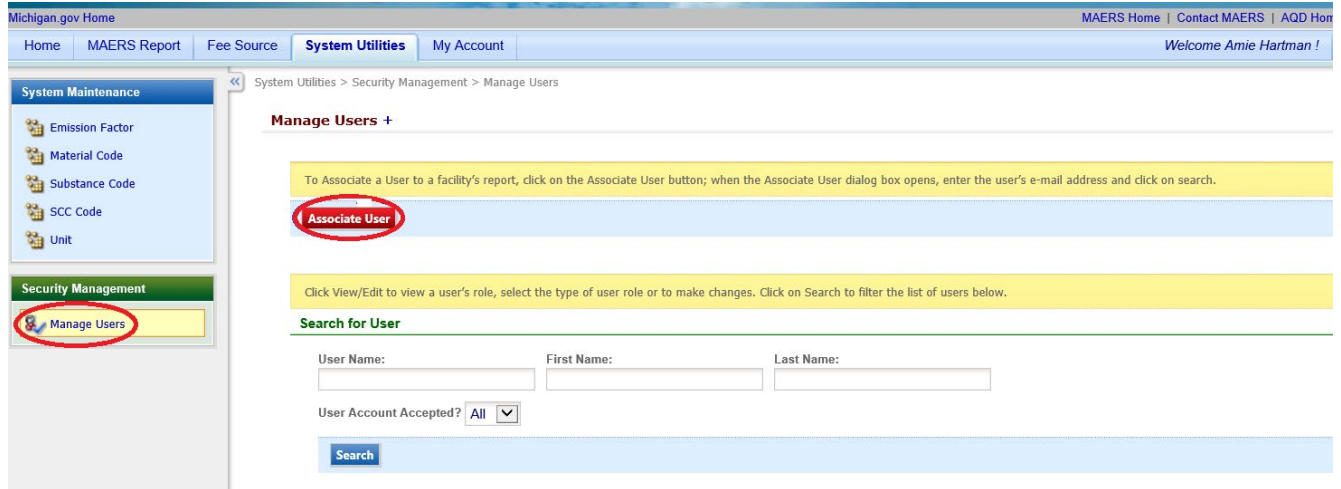**Step 2:** Click on the "Associate User" button.

Figure 3-10: Manage Users

Step 3: Enter the e-mail address of the registered MAERS user that would like access to your source and click **Search** (Figure 3-11). If the person you want to grant access to is a registered MAERS user, their information will appear.
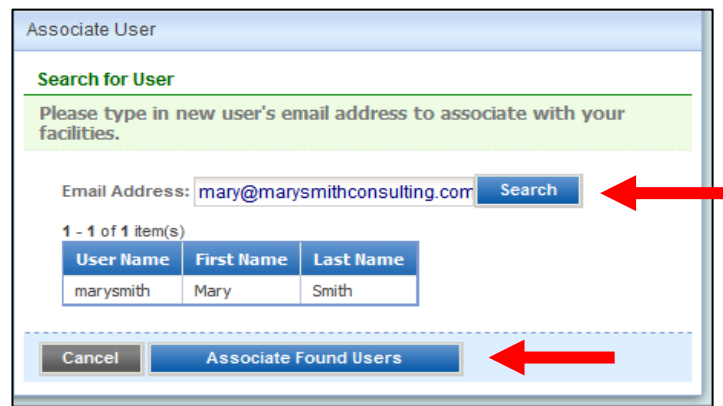

Figure 3-11: Search for User

Step 4: Click on "Associate Found Users" (Figure 3-11). The added user will appear in the search results on your "Manage User" screen (Figure 3-12).
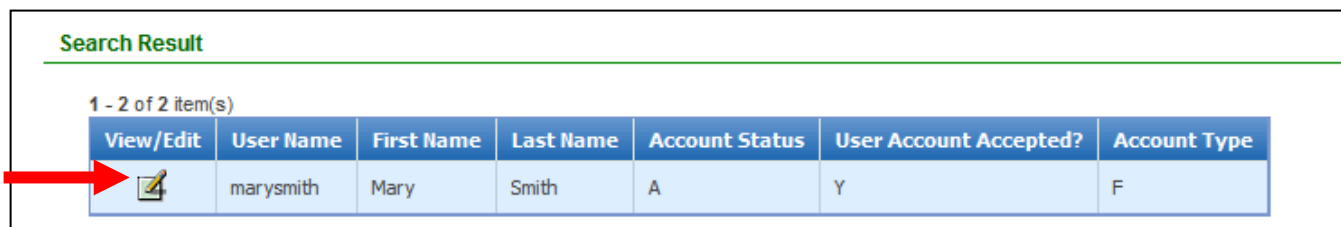

Figure 3-12: User List

Step 5: Click on the View/Edit icon next to the user that was just added. You can view their account information.

Step 6: Click on the "Associate Facilities" tab. Check the facility you would like to give this user access to and assign a user role (Preparer or Reviewer) by clicking the drop down under "User Role" (Figure 3-13).

Figure 3-13: Associate User with Facility

Step 7: Click on "Save Associate." The user is now associated with the facility. The facility's MAERS data will now appear under their MAERS Report tab when the assigned user logs into MAERS.

> The user you have assigned will remain assigned to the facility every year until you disassociate them. If you no longer want to give a user access to the facility's MAERS data; uncheck the box referenced in Step 6 and click on "Save Associate."