

Add User Access

BDIC sponsors can add additional users to submit driver results on behalf of the sponsor.

1. Select the **More...** hyperlink.

The screenshot shows a web interface for a BDIC sponsor. On the left, the sponsor's name is "DRIVE SAFELY" with contact information: phone number **-***9807, address 401 W GREENLAWN AVE, and city LANSING MI 48910-2819 INGHAM COUNTY. A "Request Access" modal is open, containing two options: "Request Code" (Request an Authorization Code) and "Add Account Access" (Use an Authorization Code to Add Account Access). Below the sponsor information is a navigation bar with "Summary", "Action Center" (with a notification badge), "Settings", and "More...". The "More BDIC Actions" panel is visible, listing "Check Driver Eligibility", "View EFT Reports", "Submit Course Results", "Manage Bank Account", and "More...". A red line highlights the "More..." link in the modal and the "More..." link in the "More BDIC Actions" panel.

2. Select the **Add User Access** hyperlink in the **More BDIC Actions** panel.

The screenshot shows the "More BDIC Actions" panel. It has a "Filter" input field at the top. Below it, there are two rows of actions: "Add User Access" and "Modify User Access". A red arrow points to the "Add User Access" link.

3. Enter the user(s) information.
 - a. Select the **Add a User** hyperlink to add additional users.
 - b. Select the **submit** action button

Access Levels

Additional User	There are currently 0 allocated users with this access level.
	You may have no more than 10 users with this access level.

Enter user information (You may add multiple users here)

First Name MONICA	Middle Name	Last Name SMITH	Suffix
Email MSMITH@DRIVESAFELY.COM	Confirm Email MSMITH@DRIVESAFELY.COM	Access Level Additional User	

[+ Add a User](#)

[Cancel](#)

[Previous](#)
[Submit](#)

NOTE: The user will receive an email with instructions on how to access and set up their e-Services account.

Modify User Access

Sponsors can remove users access to the Sponsor's e-Services account.

1. Select the **More...** hyperlink.

DRIVE SAFELY

**_*9807

401 W GREENLAWN AVE
LANSING MI 48910-2819 INGHAM COUNTY

Request Access

[Request Code](#)

[Add Account Access](#)

Request an Authorization Code

Use an Authorization Code to Add Account Access

Welc

[Summary](#)
[Action Center ¹](#)
[Settings](#)
[More...](#)

<p>BDIC Sponsor</p> <p>DRIVE SAFELY</p> <p>401 W GREENLAWN AVE LANSING MI 48910-2819 INGHAM COUNTY</p>	<p>Account</p> <p>Q4790</p>	<ul style="list-style-type: none"> > Check Driver Eligibility > View EFT Reports > Submit Course Results > Manage Bank Account > More...
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2. Select the **Modify User Access** hyperlink in the **More BDIC Actions** panel.

Filter

More BDIC Actions

[Add User Access](#) Add User Access

[Modify User Access](#) Modify User Access

3. Select the **Remove Access** hyperlink next to the desire user.

Existing and Requested Access

Approved Users

Email: GMATTHEWS@DRIVESAFELY.COM Code Expiration: 4/9/2021	Access: Additional User	Remove Access
Email: MSMITH@DRIVESAFELY.COM Code Expiration: 4/9/2021	Access: Additional User	Remove Access

4. Select the **Submit** button.

NOTE: BDIC Sponsors are responsible for maintaining all the users for their business entity.