

Add and Manage Users

Before You Begin:

*If you are a **TPA/PEO** user, use this link to [create your own state credentials](#). After a user establishes their unique credentials, they can access the system from the LaborFirst tile on <https://my.delaware.gov>.*

Upon logging into the LaborFirst TPA Portal, you will be navigated to the Portal Landing Page. To begin the 'Add and Manage Users' process, navigate to the 'Menu' in the top left corner.



Go to your Home Page

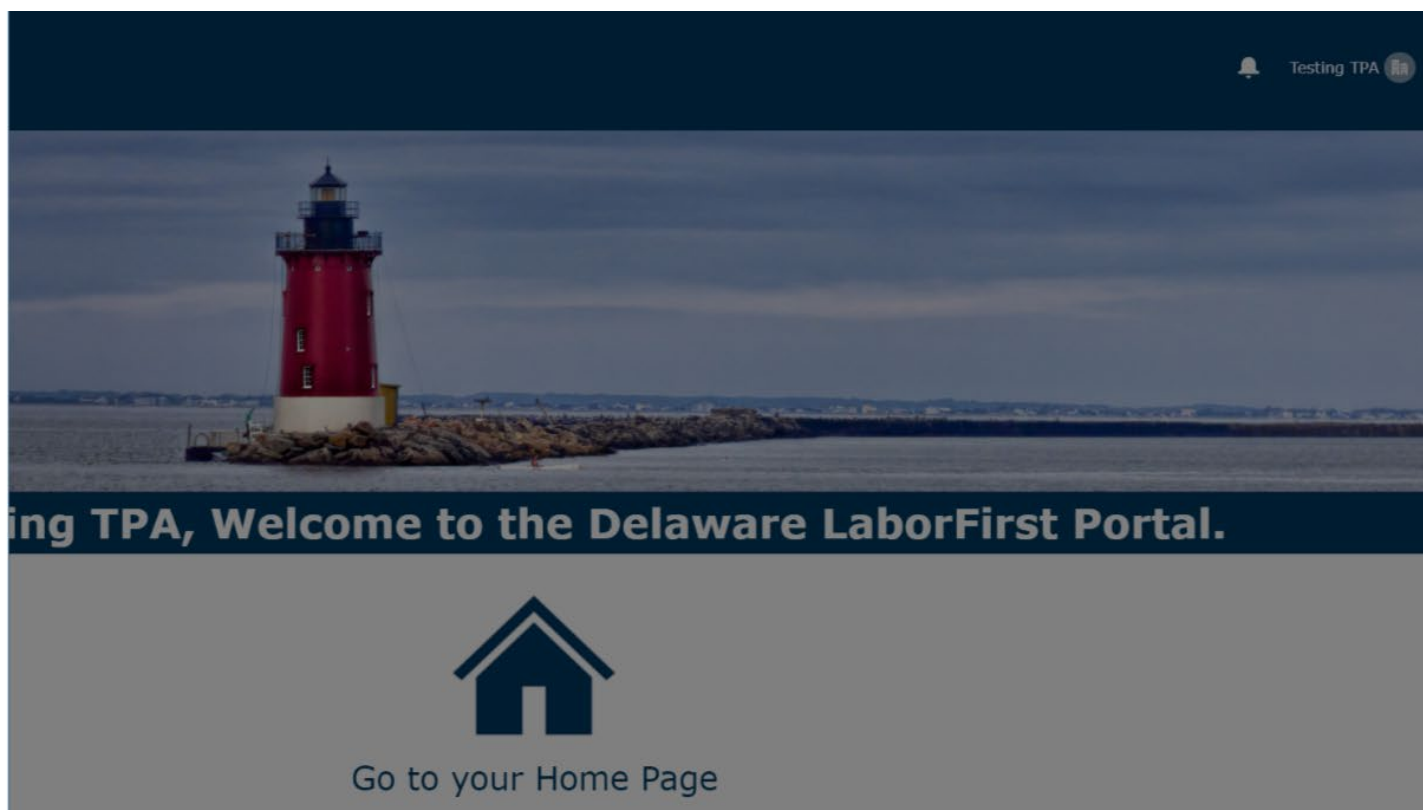


From here, select 'Add/Manage Additional Users'.



Home

Add/Manage Additional Users



Adding Users:

The 'Additional Users' screen enables TPAs to provide LaborFirst access to more individuals. To begin, enter the user's First Name, Last Name, Email and Phone Number. Next, select 'Save'.

DELAWARE LABOR FIRST

Testing TPA

Add Additional Users

* First Name

* Last Name

* Email

* Phone Number

Save

Additional Users

First Name	Last Name	Email	Phone Number	Status
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Maintaining Users:

Additionally, TPAs can manage access for Additional Users who have been added to the account from the 'Additional Users' screen. Select the 'Pencil Icon' next to the field you wish to edit. This feature seamlessly allows TPAs to adjust basic contact information such as: First Name, Last Name, Phone Number and/or Email.

Furthermore, the 'Status' field allows TPAs to adjust the access level of the Additional User. If you wish to remove an Additional User from your account, select the 'Pencil Icon' next to the 'Status' field, and change the status 'Inactive.' This will remove that individual's access to the TPA account.

DELAWARE LABOR FIRST

Testing TPA

Add Additional Users

* First Name

* Last Name

* Email

* Phone Number

Save

Additional Users

	First Name	Last Name	Email	Phone Number	Status
1	Additional	User	additionalusertest@aol.com	(302) 3332222	Active

Active

Active

Inactive