

If the company has at least one Secondary Admin, approval is required for new users. Only the Primary Admin or a Secondary Admin can approve a user.

After adding a new user,

- user status is "Setup Pending".
- emails are sent to other Business Admin(s)
- the user's name shows in the Approval widget

Edits to a user also require approval. Password resets do not count as an edit.

### Steps to Approve a User:

1. Go to My Approvals widget.
2. Click the user's name to review details.
3. Click Approve.

If **Decline** is selected, the user status changes to "Setup Approval Declined." The user remains on the Manage Users screen, where an admin update the user and resubmit for approval, or the admin can delete the user.

**Tip:** Users requiring approval stay on My Approvals widget indefinitely.

**DI Training**

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**Marco Lopez,**  
An item requiring approval has been submitted. Please login to review the User Creation item(s) pending approval to ensure timely processing.

If you have any questions or concerns about this item, please contact the user who submitted the User Creation request for approval.

Thank You,  
DI Training

**My Approvals**

All requests ▾

**PAYMENTS**

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payroll

Paying ..... \$11,526.88

Deliver on ..... 2019-03-19

Type ..... Payroll (PPD)

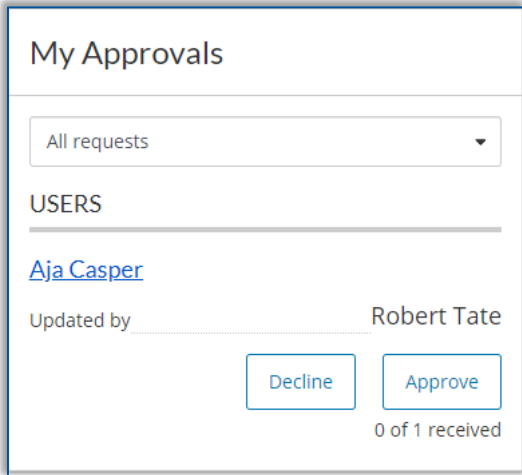
**USERS**

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Abby Kennedy

Updated by ..... Marco Lopez

- After clicking “Approve”, the approver will need to enter the security code provided by the VIP Access app. Once complete, the “My Approval” box on the dashboard will show a green bar that says “Approved” and the request will go away.



My Approvals

All requests

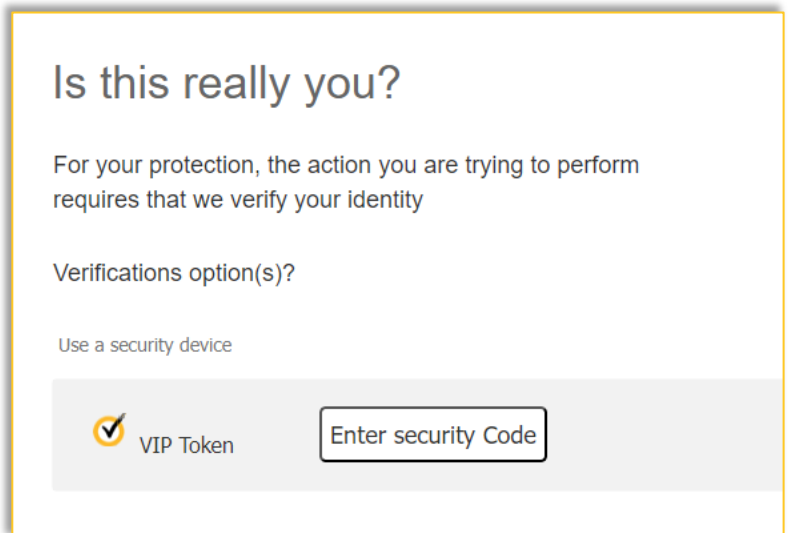
USERS

[Aja Casper](#)

Updated by Robert Tate

Decline Approve

0 of 1 received



Is this really you?

For your protection, the action you are trying to perform requires that we verify your identity

Verifications option(s)?

Use a security device

VIP Token

**Notes:**

- Tokens are required to add new business users.
- The pop-up closes after 5 minutes.
- If the Admin closes the pop-up before completing verification, approval will not go through.