# Companies linking a Facility user

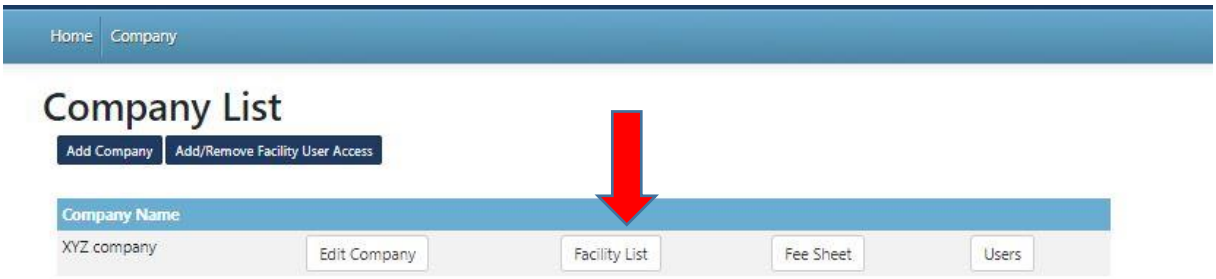
**Company:** if you have someone filling your Tier II, you must assign them to a facility

If you have not created the facility, you must start at #1*(see below)* do that first.

If the facility is in the system you may skip to #8

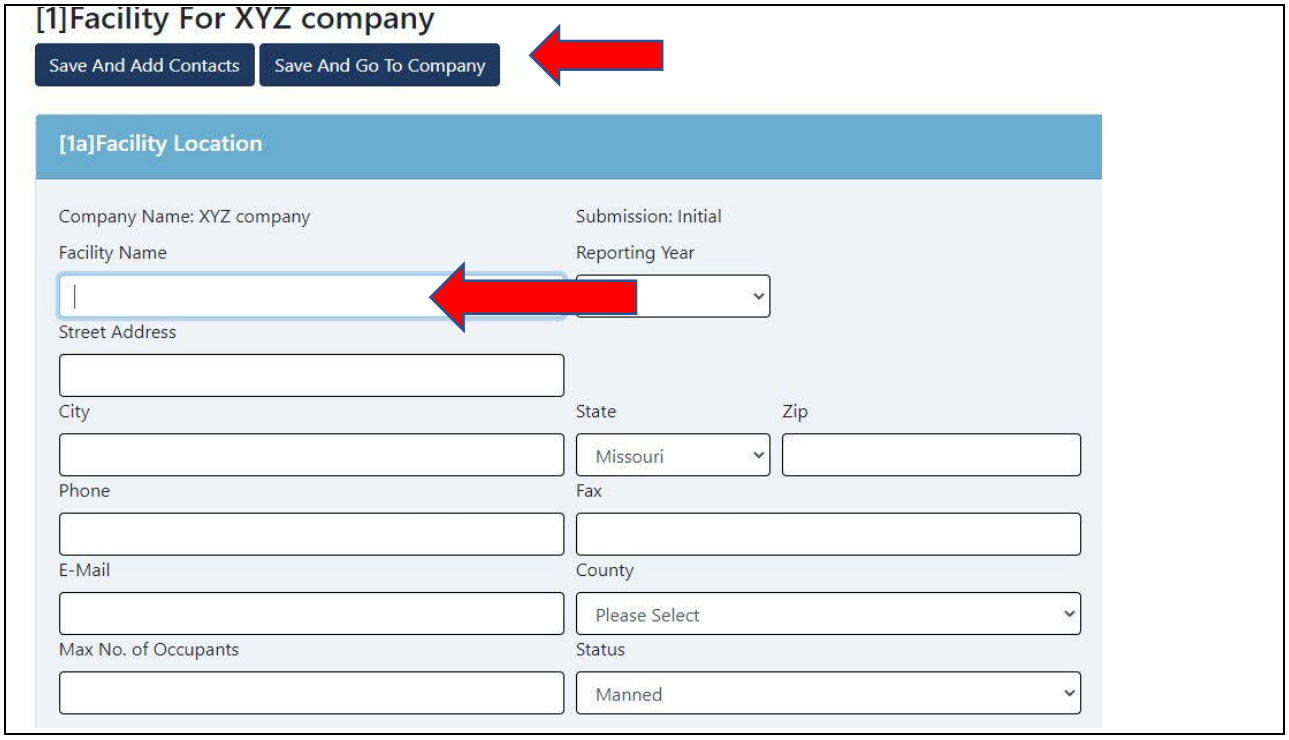
1. click on facility list, then click “Add/Copy facility.”
2. click create new facility.
3. choose the year you are filing for (remember you are filing for the previous year)
4. Follow the prompts to the facility information.
5. Type in the facility name
6. Save
7. On the light bar click Company
8. **Click “Add/remove Facility user.” (go to page**
9. Put in the email of the person you are linking then follow the prompts.
10. When the facility user has completed the Tier II then Company user must then be responsible for payment

**Company**: click “facility list” to begin your Tier II. If you have a facility filing you must click facility list, then add the facility name in your facility list (see Tier II instructions).



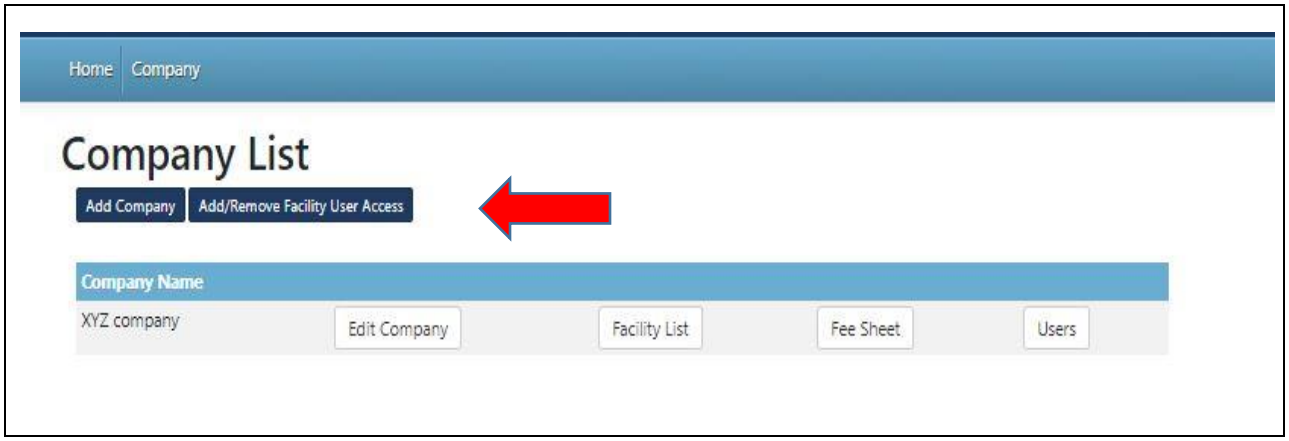
# Companies linking a Facility user

**Company:** if you are assigning “facility user(s)” type in **the facility name only** then click “Save and then click on company Go to Company”.



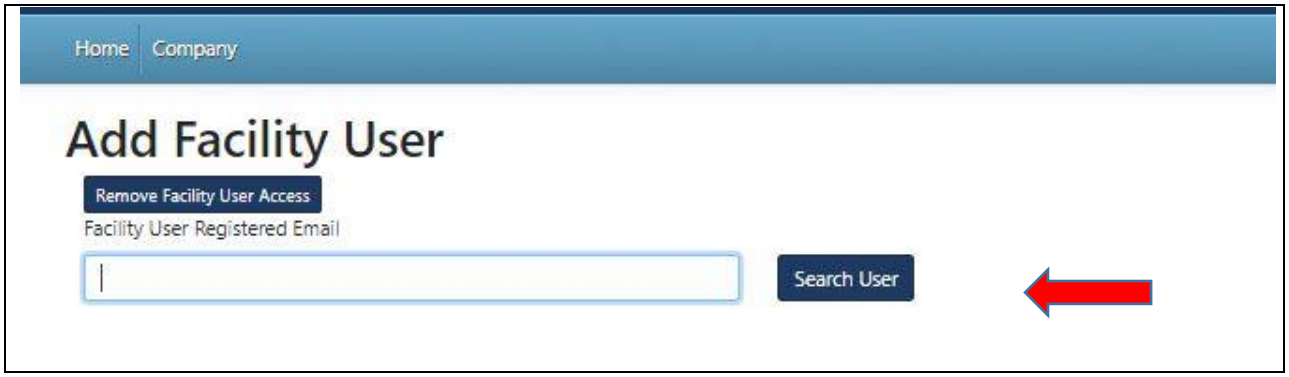

**Company**; to add a “facility user” (contractors or facilities filing for parent company),

Select “Add/Remove Facility User”.



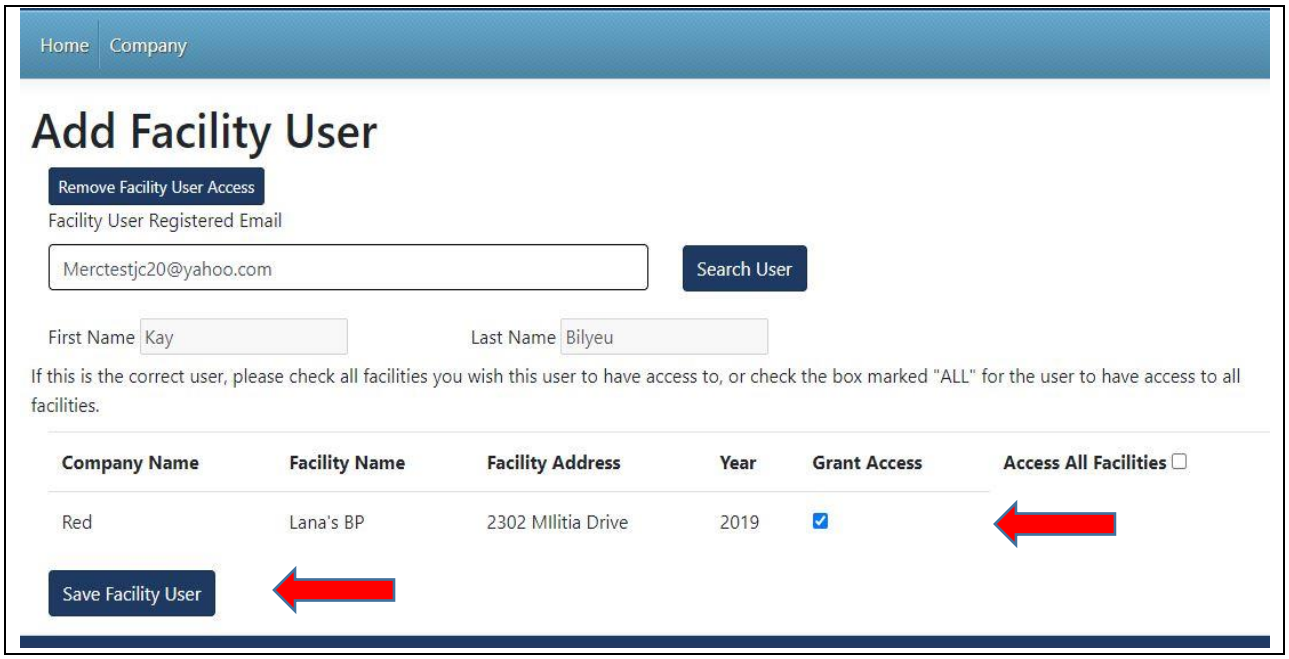
# Companies linking a Facility user

Companies: to add your “facility user”, the company must search an **email** for the facility user (contractor) to add to their company, then click “Search User”.



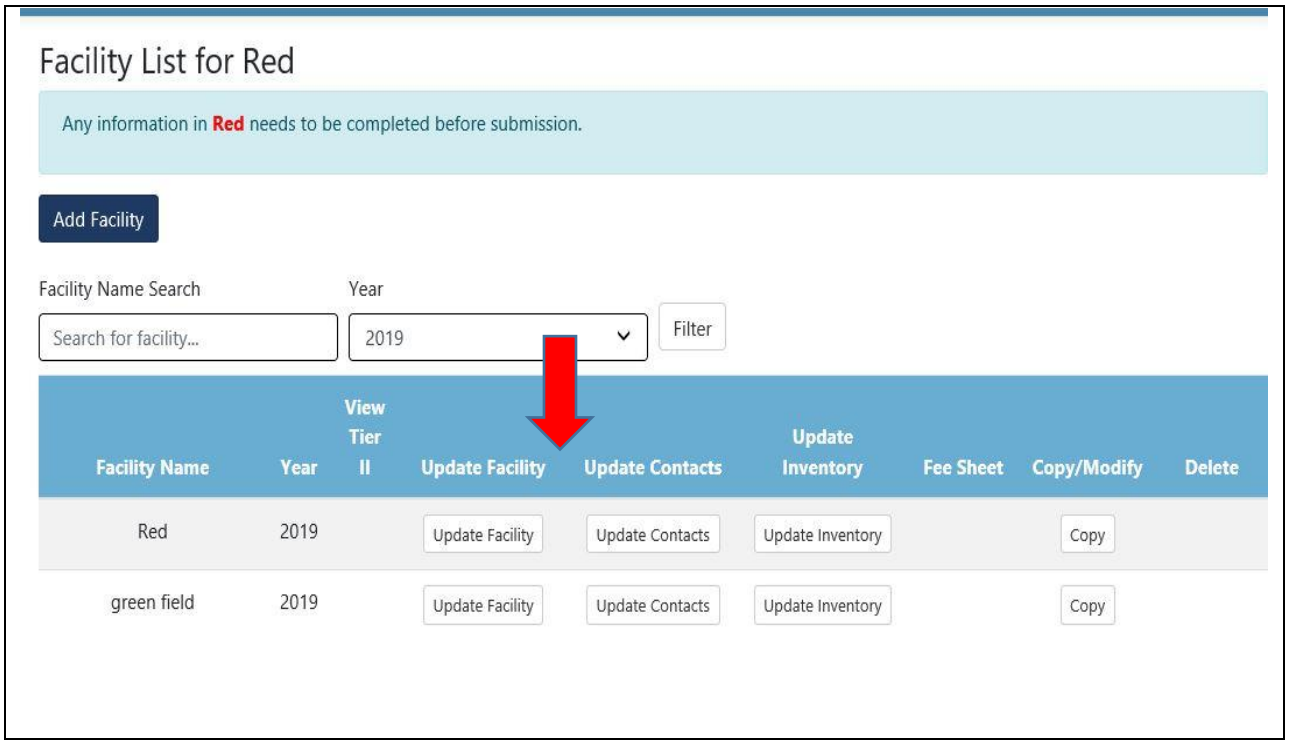

*(To remove an email from the users, click on remove facility user access then put in the email)*

The company then must “Grant Access” to the facility name(s) they want this person to have access to. Click “Save Facility User” button.



# Companies linking a Facility user

**Facility User:** this is what the Facility user will see when they log in. They do not have access to company information or the Fee.

Your assigned facilities will come up automatically. Click “Update Facility” to start Tier II. Click Add/Copy facility to file your you need to file for. *(Remember you are always filing for the previous year.)*

Then update all the information.