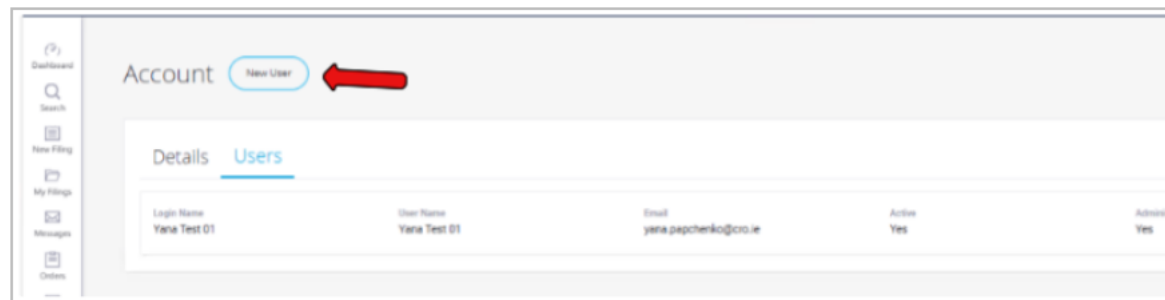


## How to add sub users to your Designated Person (DP) Account

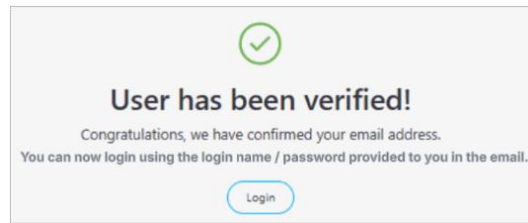
### Important to note

- Amendments to users can only be made by the Admin on the DP account
- Check that you are logged into your Designated Persons (Registered) account
- You may need to clear your cache to reset your connection to the Portal
- As Admin you are responsible for ensuring your organisation takes all necessary Data Protection measures to safeguard the personal data obtained by all users associated with the DP account
- Information accessed through DP accounts should never be shared with third parties
- As Admin you are responsible for ensuring that only authorised persons within your organisation are provided with access and that they are acting in the capacity of and carrying out the duties as outline in Section 25 of the Criminal Justice Act 2010, as amended
- Periodic audits of sub users should be carried out and any persons no longer requiring access removed
- Changes in admin should be notified to the RBO without delay

1. Login to the main RBO portal page as a user with Designated Persons (Registered) account type
2. Navigate to the *Account* icon on the left-hand side tool bar
3. Select *Users* tab and click on *New User* button



4. Enter mandatory details for *User Details* and *Contact Details* fields.
5. **Make note of the username and password assigned to new users.**
6. Click *Save*. Confirmation message displayed *User account created successfully. Activation is pending email verification.*
7. A verification email will be sent to the email provided in the *Contact Details* section. New user may need to check junk/spam folder.
8. Once the email has been verified by the user, confirmation message displayed



9. Notify new user of the username and password you assigned to them.
10. New user log into RBO Customer Portal using the username and password you assigned to them.