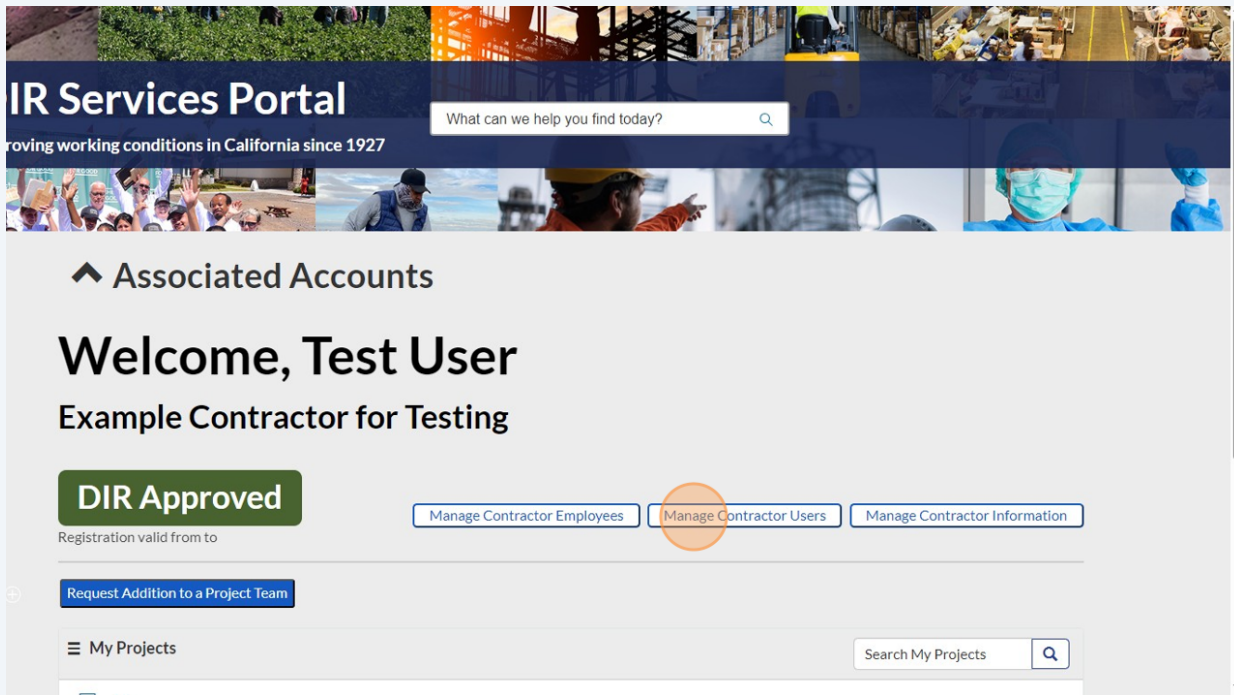


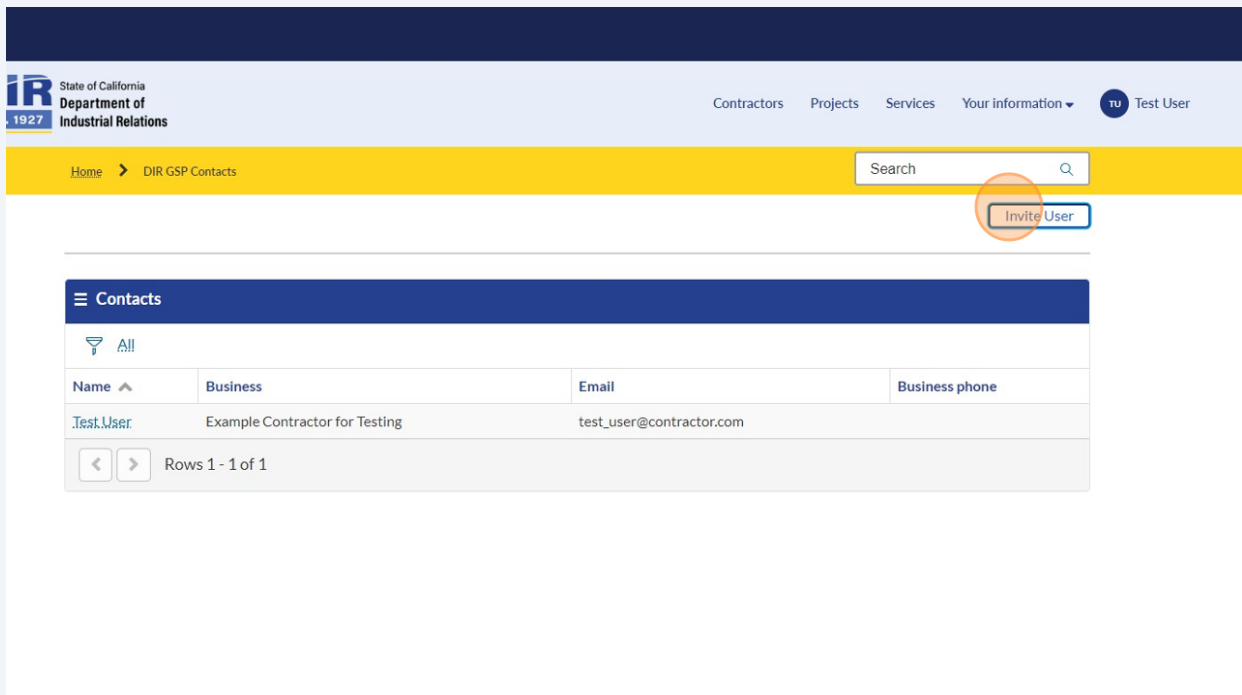
How to Invite a User to Your Contractor

1

Log in to your contractor account using your created username and password. Scroll down and click "Manage Contractor Users"

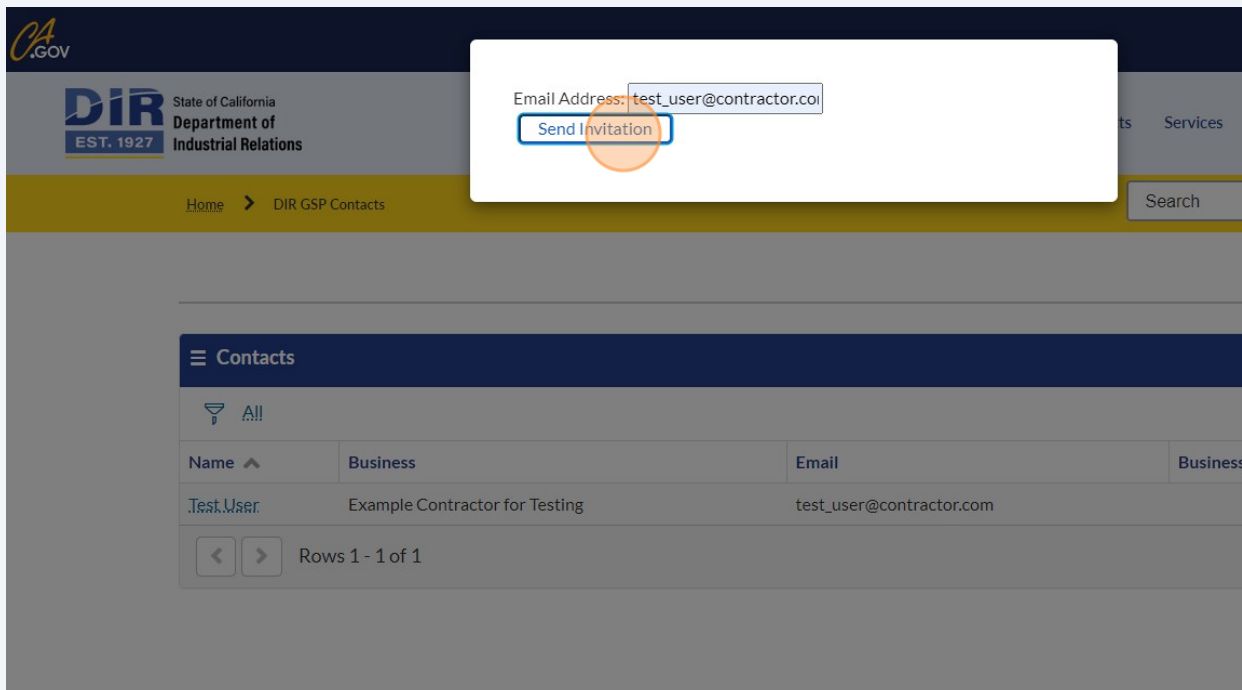


2 Click "Invite User"



The screenshot shows the State of California Department of Industrial Relations (DIR) GSP Contacts page. The page header includes the DIR logo, navigation links for Contractors, Projects, Services, and Your information, and a user profile for 'Test User'. The breadcrumb trail indicates the current location is 'DIR GSP Contacts'. A search bar is present in the top right. Below the search bar, the 'Invite User' button is circled in orange. The main content area displays a 'Contacts' table with one entry: 'Test User' (Name), 'Example Contractor for Testing' (Business), and 'test_user@contractor.com' (Email). The table footer shows 'Rows 1 - 1 of 1'.

3 Enter the email of the user that you would like to invite to have access. Click "Send Invitation." This will send a notification to the user's email address and invite them to create an account and join the contractor.



The screenshot shows the same DIR GSP Contacts page as in step 2, but with a modal dialog box overlaid. The dialog box contains the text 'Email Address: test_user@contractor.com' and a 'Send Invitation' button, which is circled in orange. The background content is dimmed, showing the 'Contacts' table and navigation elements.