Instructions for administrators

How to administer authorized users on the myAXA client portal

Application
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1. **Entering authorized users**

Are you an administrator and would you like to give a new user access to myAXA? If so, then please proceed as follows:

- **If you have more than one access:** Please select the desired access in the overview under «Select access» or on the relevant tile under Details.
• Click on the «Rights & powers of attorney» tab.
• Click on «Add user».
• Enter the new user’s email address and date of birth.
• Click on «Continue».
- User not yet available?
- Fill in all fields marked with *.
- Click on «Continue».
- User already existing?
- The new user’s personal information and access data will be automatically filled in if the user is already registered on myAXA.
- Click on «Continue».
• You can now assign the authorizations to the new user: By clicking on the boxes, you can select the contracts that the user may view.
• Click on «Continue» to confirm the acquisition.
- You have successfully created the power of attorney.
- The activation information was automatically sent to the user via email.
2. **Manage user rights**

- You can view the authorized person’s rights at any time:
  
  On the line with the relevant person’s name, click on «Actions» and select «Manage user rights».
• The various contracts are listed; if you set a checkmark under «Released» the employee can manage the data for the respective contracts.
• Close the allocation of user rights by clicking on «Save».
• If the activation information has not been received or is lost, you can resubmit it at any time.
• On the line with the relevant person’s name, click on «Actions» and select «Send activation information».
3. **Carry out personnel changes**

- Do you want to enter a personnel change? If so, on the line with the relevant person’s name, click on «Actions» and select «Change user». You can then carry out the personnel change.
4. **Delete user rights**

- Do you want to delete an authorized person's access?
- If so, in the drop-down menu with the relevant person's name, click on «Actions» and select «Delete access».