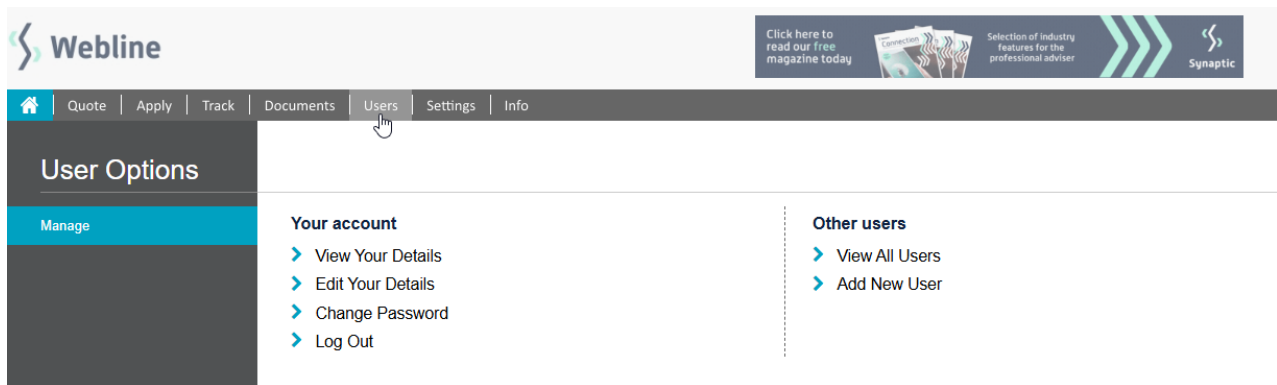


# User Options - Vendor Administrator Access

Last Modified on 04/02/2025 10:59 am GMT

Select **Users** from the top menu bar:



The screenshot shows the Webline application interface. At the top left is the 'Webline' logo. To its right is a banner with the text 'Click here to read our free magazine today' and 'Selection of industry features for the professional adviser', along with a 'Synaptic' logo. Below the banner is a navigation bar with links: Home, Quote, Apply, Track, Documents, Users, Settings, and Info. The 'Users' link is highlighted with a mouse cursor. A dropdown menu is open under 'Users', showing 'User Options' and 'Manage'. The 'Manage' section is expanded, displaying two columns of options: 'Your account' (View Your Details, Edit Your Details, Change Password, Log Out) and 'Other users' (View All Users, Add New User).

The **User Options** menu is displayed at the top of the screen. The following sections will go through each of these areas in turn.

## Your account

- > View Your Details
- > Edit Your Details
- > Change Password
- > Log Out

## Other users

- > View All Users
- > Add New User