How to Add/Delete/Permission sub-users on the Account

**Only a Master User can do this and if you are not the master user on the account then please reach out to the Master User on your account

Please follow the steps below if you are a Master user on the account:

Step 1: Login to Supagas Customer Portal using your Credentials

If you need help for password reset then refer to our FAQ document for help on Password Reset

Step 2: Click on "My Account" on top right corner >> go to "Users" and follow the steps in screenshot to add a new user / edit an existing user

Here you can choose if you want the user to only place the order for a location or pay invoices or both