

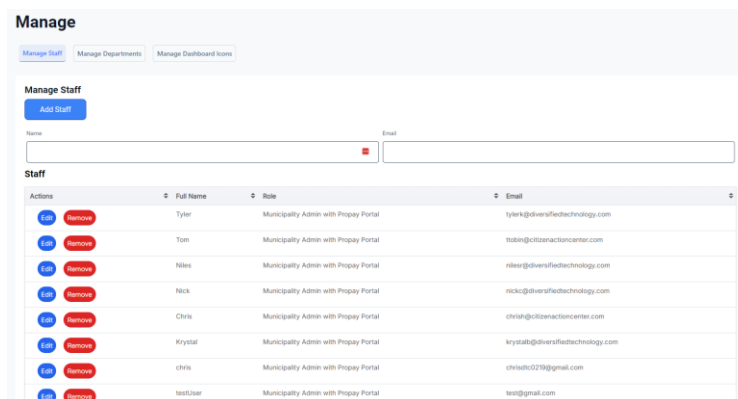
Adding and editing staff in the Citizen Action Center – Municipality Portal

1. Start by logging into your CAC Municipality Portal.
2. Then, move down to the “Manage Municipality” module.

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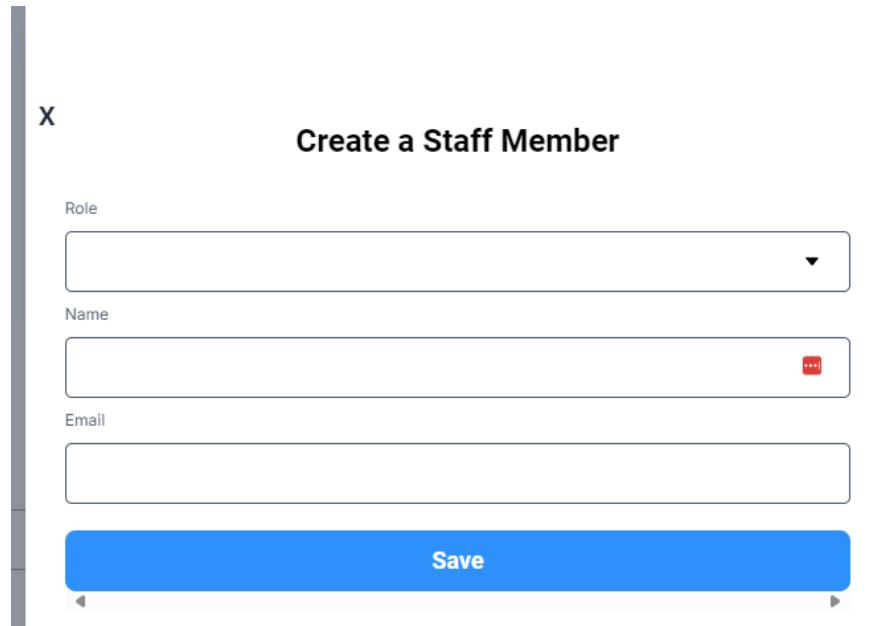
3. Here is a list of your staff and you can search them by name, as well as edit or remove staff.



The screenshot shows the 'Manage' section of the portal. At the top, there are tabs for 'Manage Staff', 'Manage Departments', and 'Manage Dashboard Icons'. Below the tabs, there is a 'Manage Staff' section with an 'Add Staff' button. A search bar is present with fields for 'Name' and 'Email'. Below the search bar is a table titled 'Staff' with columns for 'Actions', 'Full Name', 'Role', and 'Email'. The table contains 8 rows of staff members.

Actions	Full Name	Role	Email
Add Remove	Tyler	Municipality Admin with Propay Portal	tyler@diversifiedtechnology.com
Add Remove	Tom	Municipality Admin with Propay Portal	tom@citizenactioncenter.com
Add Remove	Niles	Municipality Admin with Propay Portal	niles@diversifiedtechnology.com
Add Remove	Nick	Municipality Admin with Propay Portal	nick@diversifiedtechnology.com
Add Remove	Chris	Municipality Admin with Propay Portal	chris@citizenactioncenter.com
Add Remove	Krystal	Municipality Admin with Propay Portal	krystal@diversifiedtechnology.com
Add Remove	chris	Municipality Admin with Propay Portal	chris0219@gmail.com
Add Remove	testUser	Municipality Admin with Propay Portal	test@gmail.com

4. If you want to add a new staff member, click on the “Add Staff” button and this slide out will appear.



The screenshot shows a slide-out form titled "Create a Staff Member". At the top left of the slide-out is a close button labeled "X". The form contains three input fields: a dropdown menu for "Role", a text field for "Name" with a red "X" icon on the right, and a text field for "Email". At the bottom of the form is a large blue button labeled "Save". The slide-out has a grey vertical bar on the left and a white vertical bar on the right, with a horizontal line at the bottom indicating it can be moved.

5. Click the Save button once you have entered the information and an email will be sent to the email address entered so the staff member is able to set their password and begin using the CAC.

Note: This email link is only valid for 30 minutes and if not used, they will need to use the “Forgot Password” option on login.