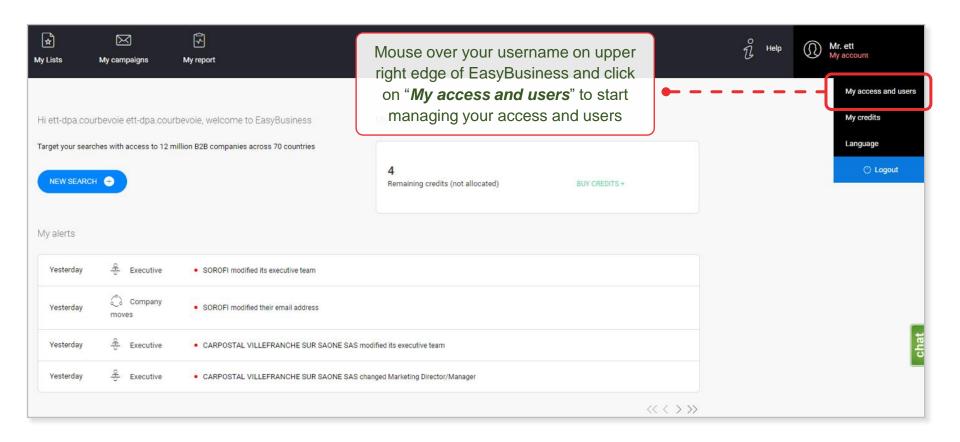


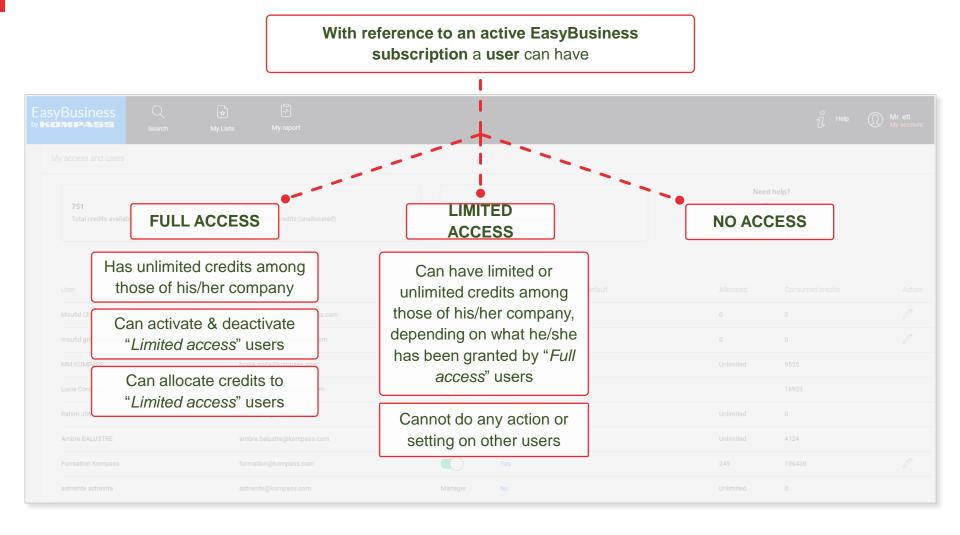
# EasyBusiness tutorial How to manage users and credits

## My access and users





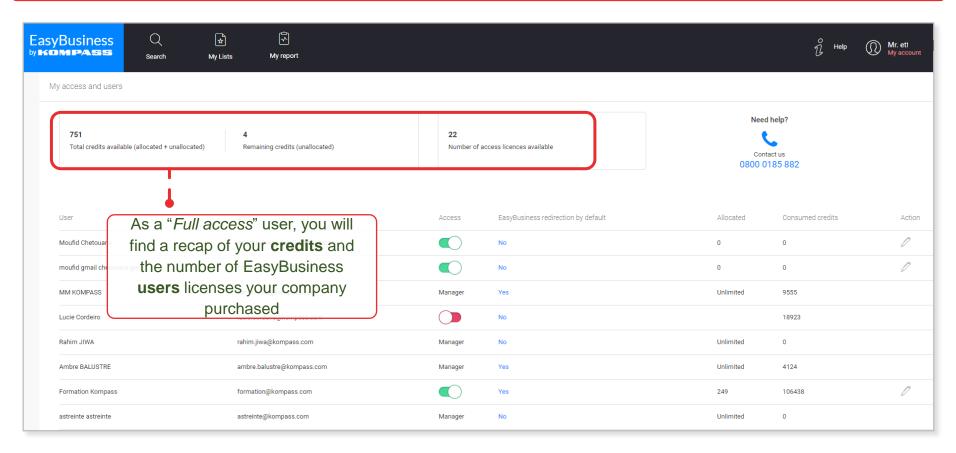
## EasyBusiness user types





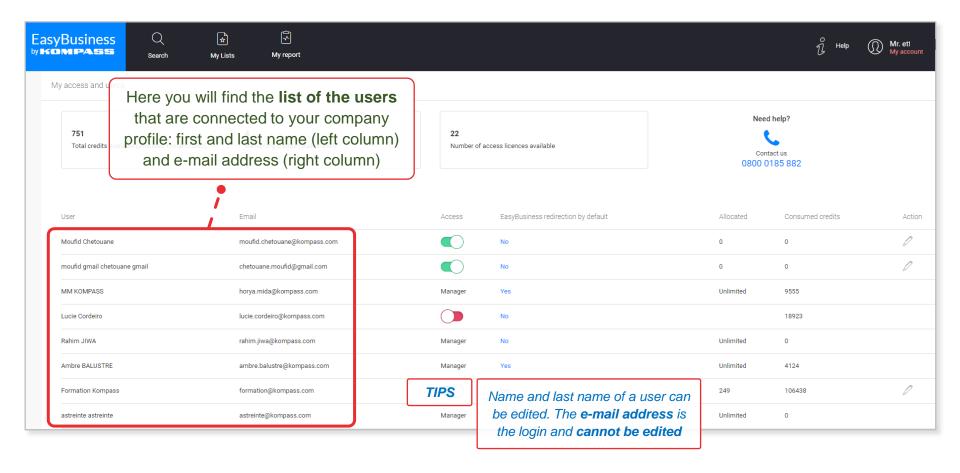
## My access and users

NOTE: the features described in the following slides are available to "Full access" users only; if you are a "Limited access" user and want to be upgraded to a "Full access", please contact the person in charge of the EasyBusiness subscription in your company, who will then contact the Kompass team



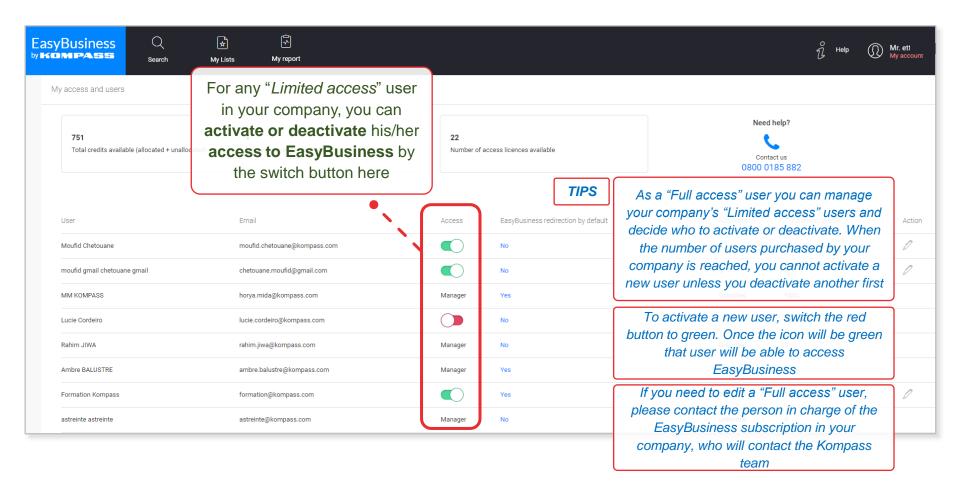


## My access and users



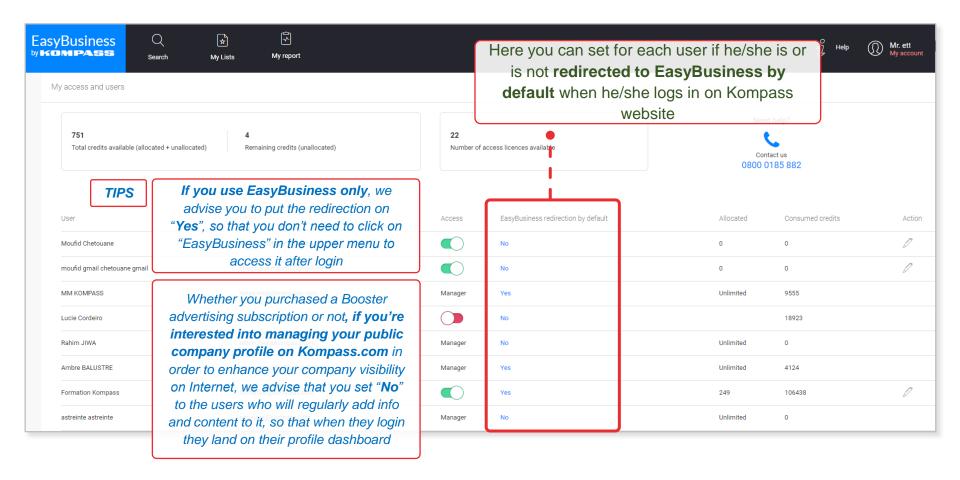


## Activating/deactivating users



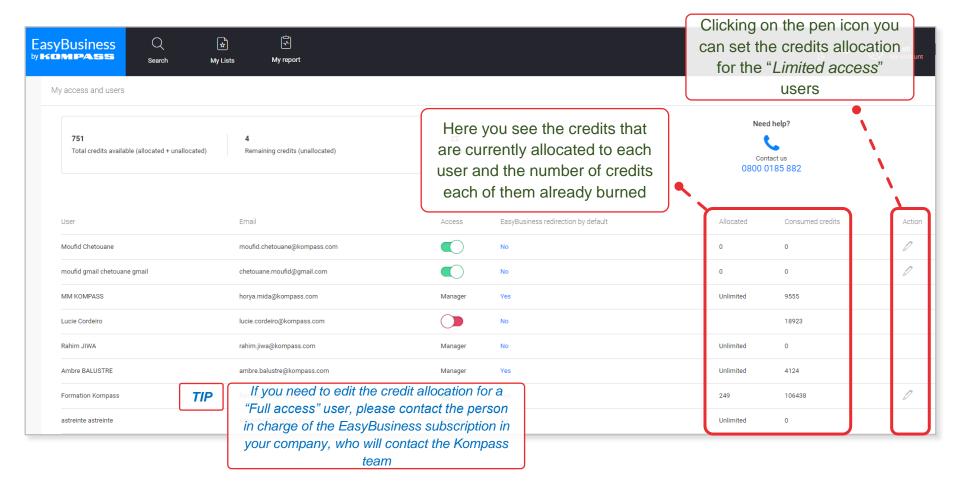


## Setting automatic redirection to EBOL at login



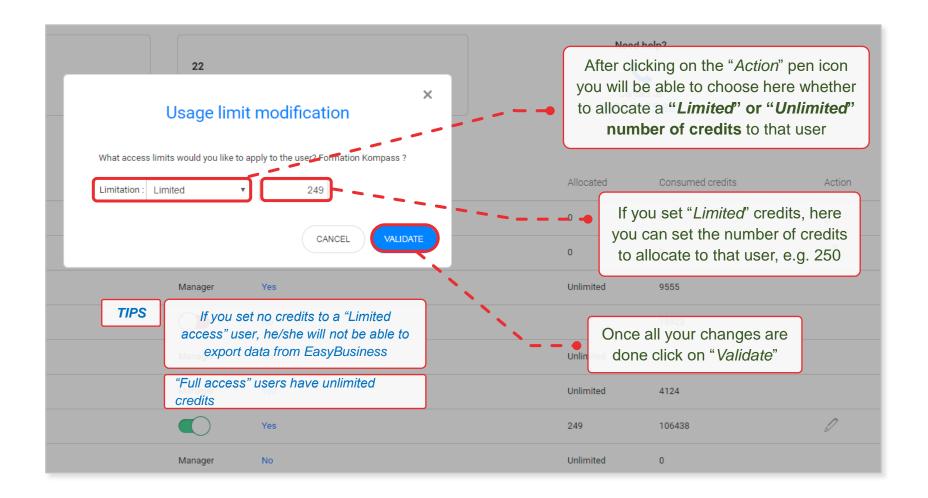


#### Credit allocation



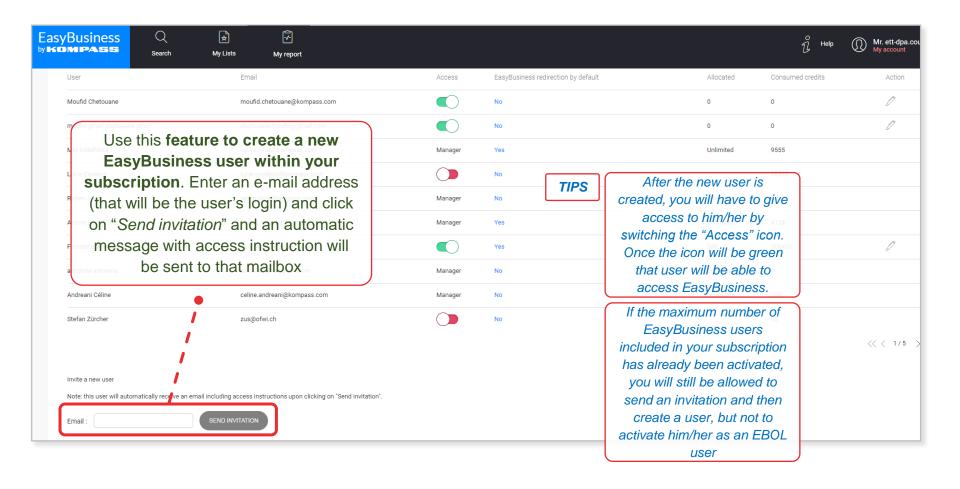


#### Credit allocation





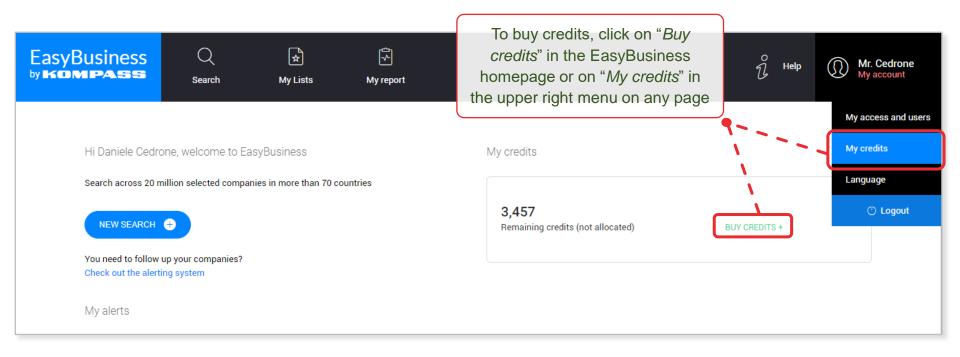
#### Invite a new user





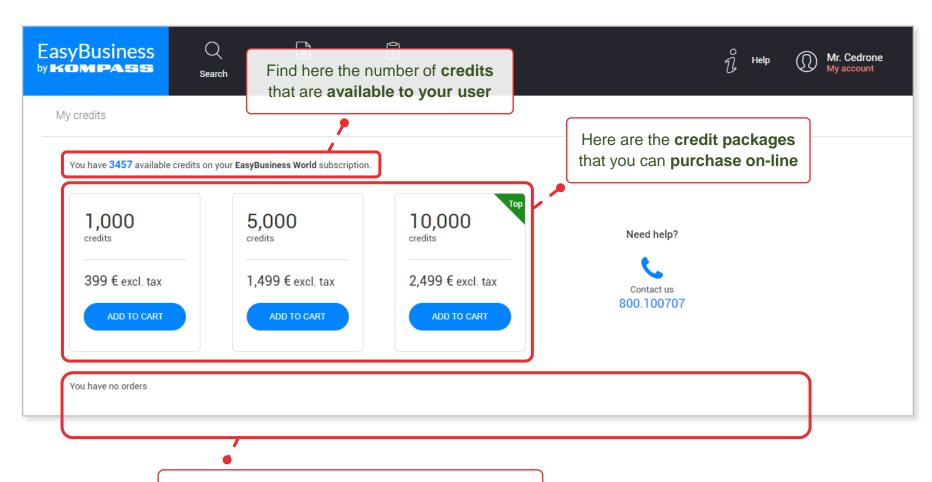
## How to buy credits

NOTE: the credit on-line purchase is available both to "Full access" and "Limited access" users



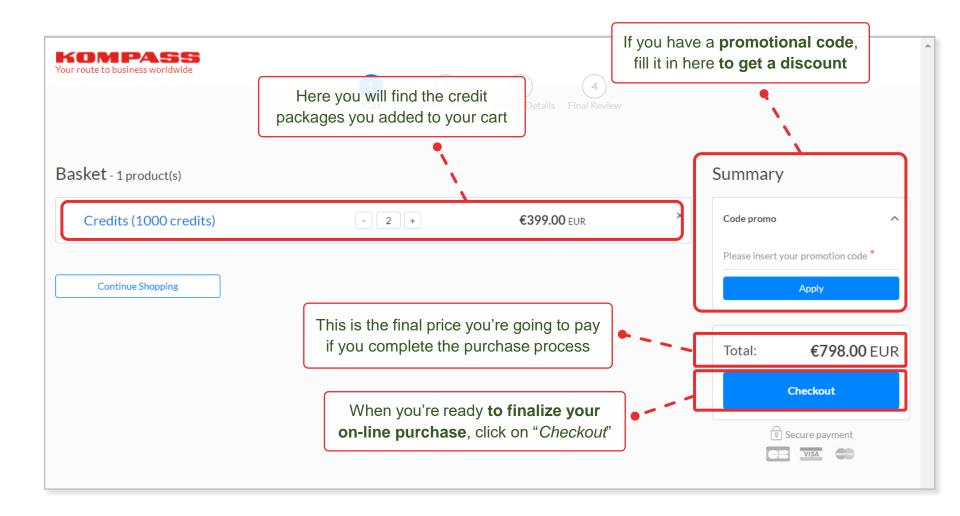


## My credits



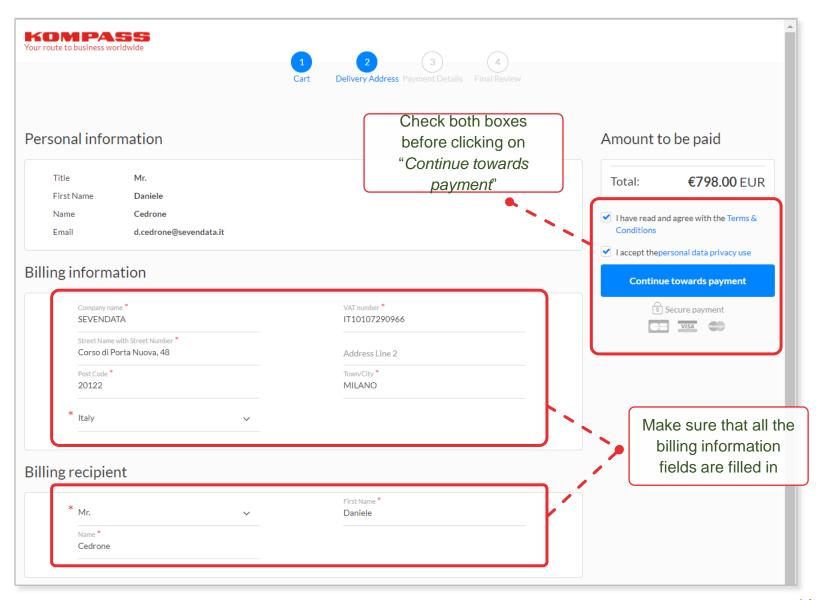
If you made an on-line order in the past, you'll find the **order history** here with all the details, including the invoice in PDF available for download

#### Cart





### Cart



#### Cart





#### li lanxin

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