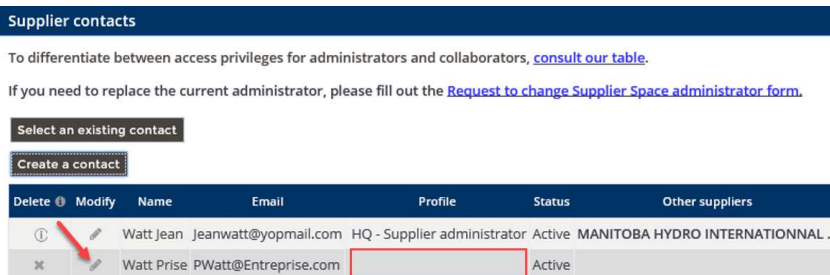


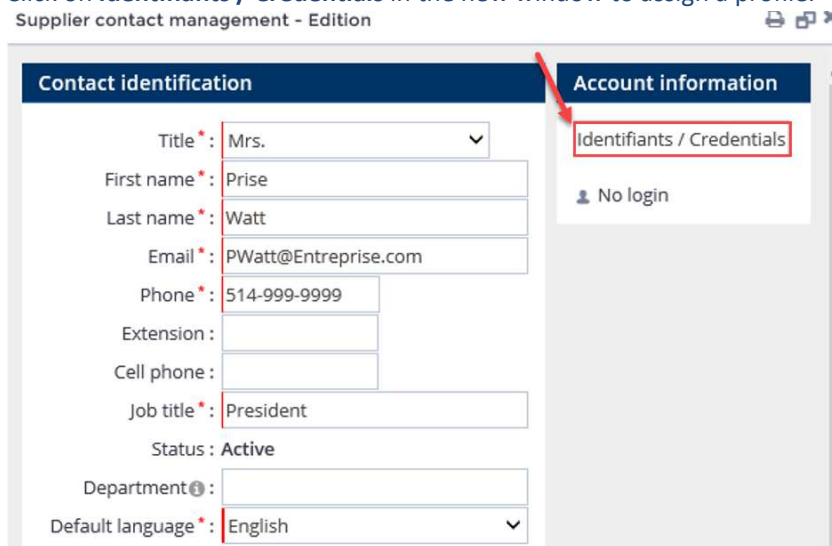
How to assign a profile to an existing contact?

You must assign a profile to each contact to allow them to access the Supplier Space.

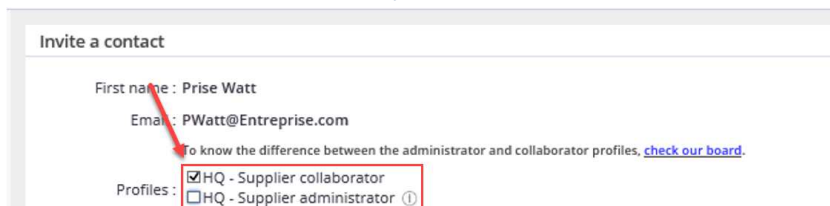
1. Log in to your Supplier Space.
2. Click on **Supplier record** in the menu.
3. In the **Supplier contacts** section, click on the pencil icon next to the contact without profile.



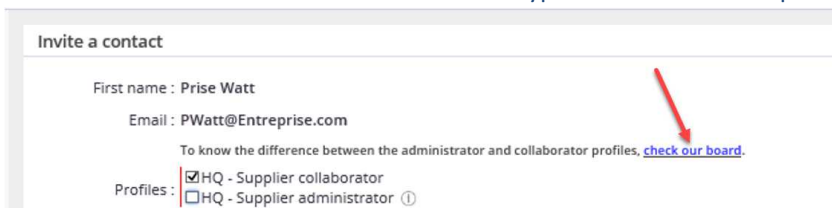
4. Click on **Identifiants / Credentials** in the new window to assign a profile.



5. In the new window, **choose a profile** by clicking the right box.
You have the choice between two profiles: “administrator” or “collaborator.”



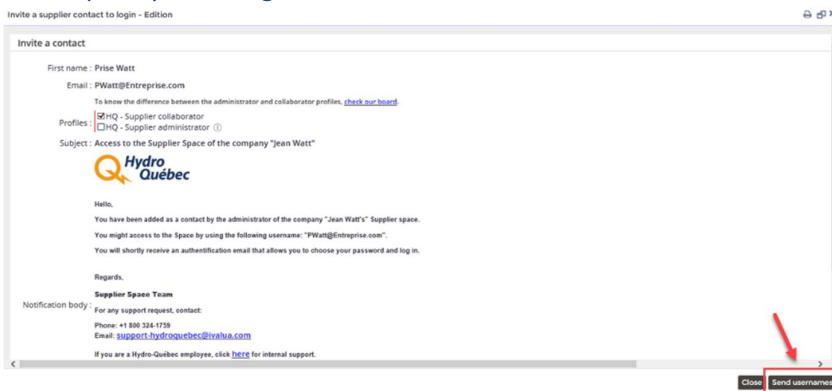
6. Click on the “**check our board**” link to see the type of access for each profile.



The screenshot shows a web form titled "Invite a contact". It contains the following fields and options:

- First name : Prise Watt
- Email : PWatt@Entreprise.com
- A link: [check our board.](#) (indicated by a red arrow)
- Profiles:
 - HQ - Supplier collaborator
 - HQ - Supplier administrator ⓘ

7. To complete your change, click on “**Send usernames**” at the bottom of the window.



This screenshot shows the same "Invite a contact" form as above, but with a preview of the email notification body. At the bottom right, a button labeled "Send usernames" is highlighted with a red box and a red arrow.

Notification body:

Supplier Space Team
For any support request, contact:
Phone: +1 800 324-1759
Email: support-hydroquebec@hydroq.com
If you are a Hydro-Québec employee, click [here](#) for internal support.

Your contact will thus have a profile and able to access the Supplier Space.