



## **Create and maintain user profiles**



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## Create and maintain user accounts in Grants & Projects

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Member users can create an account via the MemberPortal; however, they will not have access to any grant information until the fiscal agent completes their user profile. As a fiscal agent, you can add, change, and delete MemberPortal users. In addition, you can assign admin permissions to certain users, tie users to specific members, and manage the type of access a user has to a grant type.



**TIP:** It is recommended that you create at least one MemberPortal user with admin permission for each member LEA. This allows the admin user to manage user accounts and access for their users.