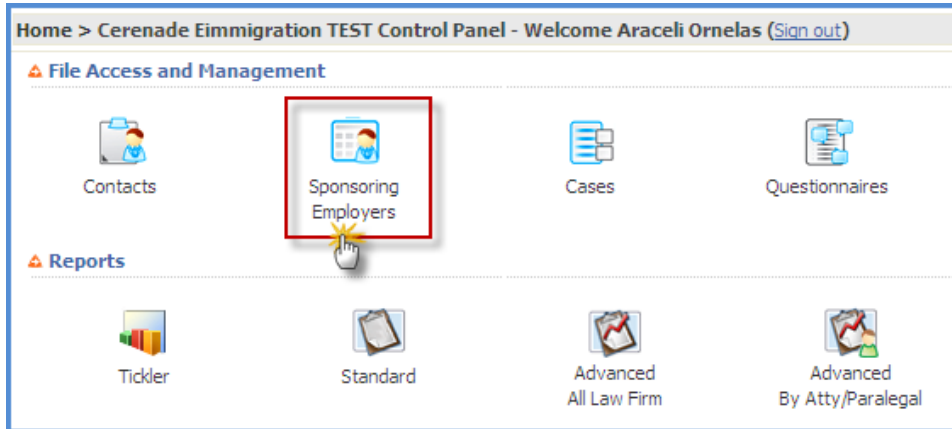


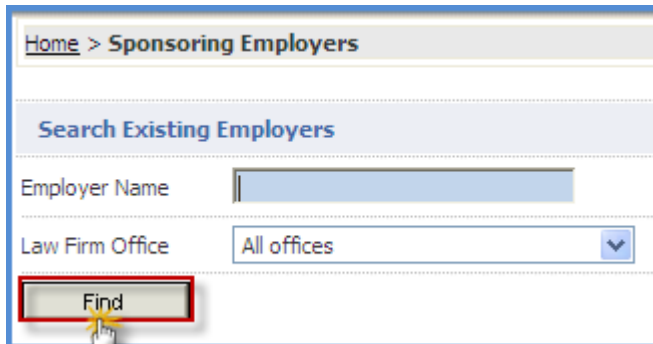
## HOW TO GIVE EMPLOYER ACCESS TO EMPLOYEE CASES


Follow these steps if you want to give (an Employer Representative) access to cases you have prepared for his/her Employees:

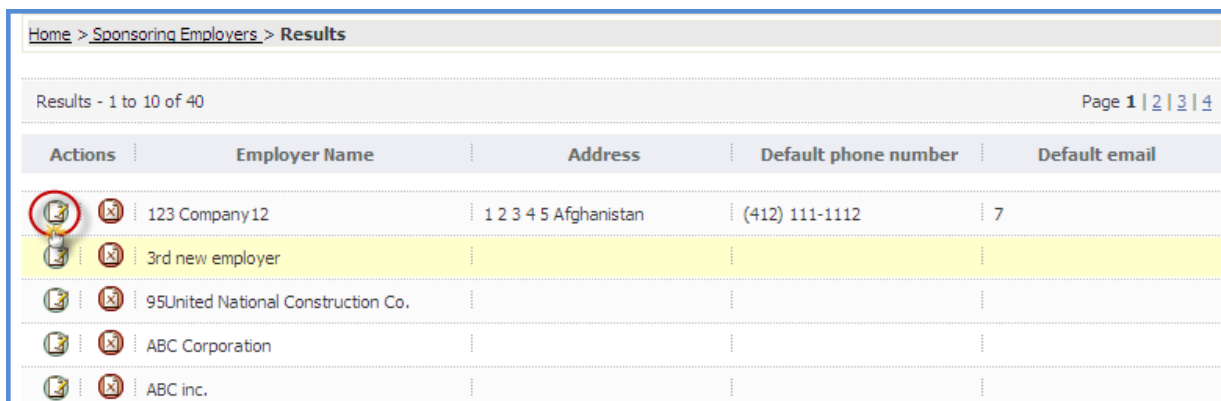
- 1) Click on **Sponsoring Employers** icon from the Home page of EIMMIGRATION.



- 2) Search for the employer name then click on **Find** button.













- 3) Locate the EMPLOYER you want to modify by clicking on the  icon.



Home > Sponsoring Employers > Results

Results - 1 to 10 of 40 Page 1 | 2 | 3 | 4

Actions	Employer Name	Address	Default phone number	Default email
 	123 Company12	1 2 3 4 5 Afghanistan	(412) 111-1112	7
 	3rd new employer			
 	95United National Construction Co.			
 	ABC Corporation			
 	ABC inc.			

4) Click on the **Corporate Users** tab.

Home > Sponsoring Employers > Araceli Law Office

General Info | Addresses | **Corporate Users** | Attachments | Comments

Employer Information (Required \*)

Save Changes

Name \*

5) Under **Web-access**, click on the link. If you have not added a corporate user, click on the **Add** button

Home > Sponsoring Employers > Araceli Law Office


General Info | Addresses | **Corporate Users** | Attachments | Comments

Signatories

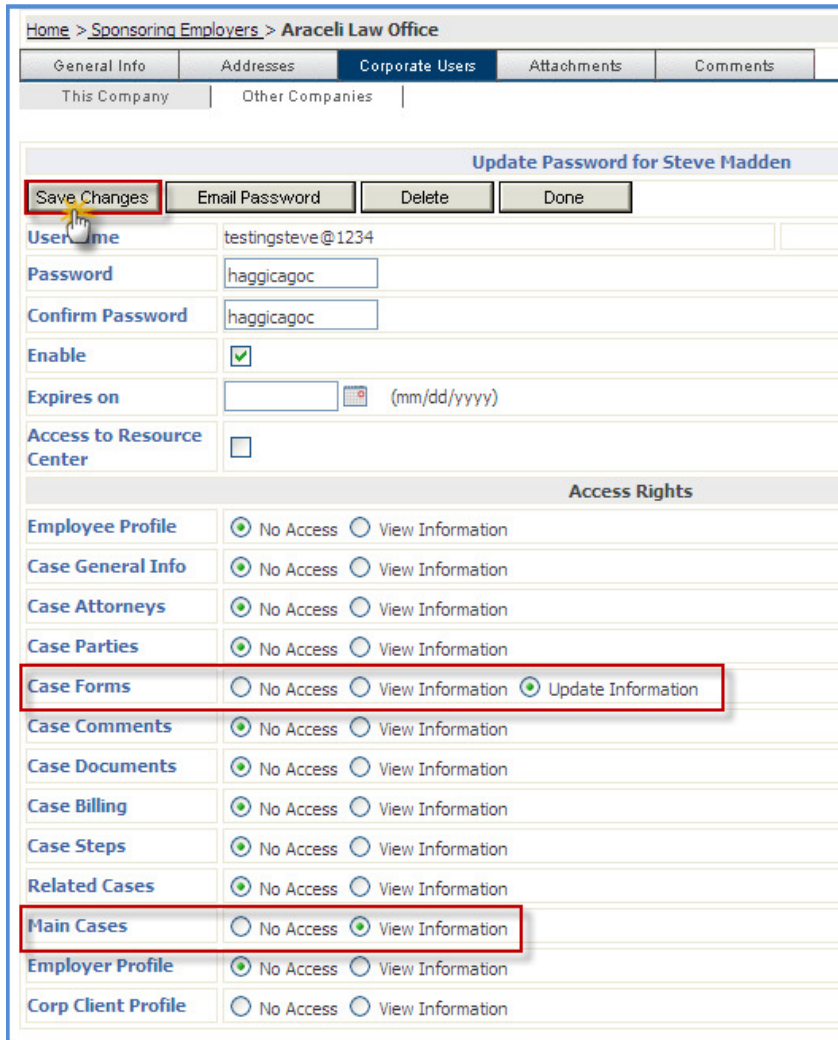
Add | Save Changes

Actions	Default Signatory	First Name	Middle N.	Last Name	email	Web-access	Full access	Address

Additional Corporate Users

Actions	First Name	Middle N.	Last Name	email	Web-access	Full access	Address
 	Steve		Madden	araceli@cerenade.com	<a href="#">testingsteve@1234</a>	Yes	Lake

6) Give this corporate user "Web Access" rights to **Case Forms** set to **Update Information** and **Main Cases** set to **View Information** then click on the **Save Changes** button.



Home > Sponsoring Employers > Araceli Law Office

General Info | Addresses | **Corporate Users** | Attachments | Comments

This Company | Other Companies

**Update Password for Steve Madden**

**Save Changes** | Email Password | Delete | Done

**Username** testingsteve@1234

**Password** haggicagoc

**Confirm Password** haggicagoc

**Enable**

**Expires on**  (mm/dd/yyyy)

**Access to Resource Center**

**Access Rights**

<b>Employee Profile</b>	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information	
<b>Case General Info</b>	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information	
<b>Case Attorneys</b>	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information	
<b>Case Parties</b>	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information	
<b>Case Forms</b>	<input type="radio"/> No Access	<input type="radio"/> View Information	<input checked="" type="radio"/> Update Information
<b>Case Comments</b>	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information	
<b>Case Documents</b>	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information	
<b>Case Billing</b>	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information	
<b>Case Steps</b>	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information	
<b>Related Cases</b>	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information	
<b>Main Cases</b>	<input type="radio"/> No Access	<input checked="" type="radio"/> View Information	
<b>Employer Profile</b>	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information	
<b>Corp Client Profile</b>	<input type="radio"/> No Access	<input type="radio"/> View Information	

## Related Articles:

Email username and password to Employer:

<http://www.cerenade.com/eimmigration/EmailUsernamePasswordToEmployer.pdf>

Add signatory to employer profile:

<http://www.cerenade.com/eimmigration/AddSignatoryToEmployerProfile.pdf>

Add signatory to Case:

<http://www.cerenade.com/eimmigration/AddSignatoryToCase.pdf>

For more information and articles, please visit [www.eimmigration.com](http://www.eimmigration.com)