Chubb Risk Engineering Exchange Customer Client Administrator Provisioning of Users (Customer Clients) - User Guide

CHUBB

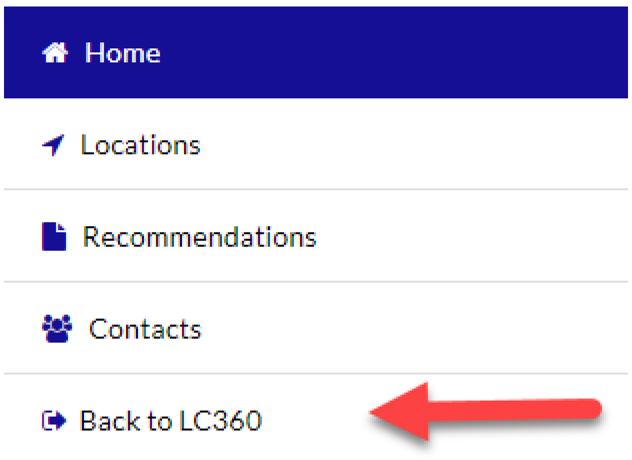
Risk Engineering Services

Chubb Risk Engineering Exchange – Customer Client Administrator User Provisioning

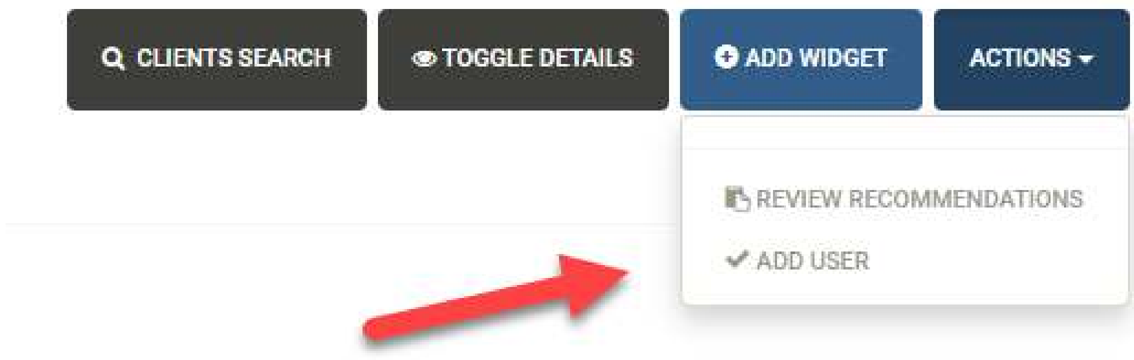
As a **Customer Client Administrator**, you can add and remove internal staff and external vendors (**Customer Clients**) from access to your Chubb Risk Engineering Exchange platform. This is all managed via the Exchange.

If you wish to add a **Broker** as a Customer Client or Customer Client Administrator, please contact your **Risk Engineering Account Engineer**.

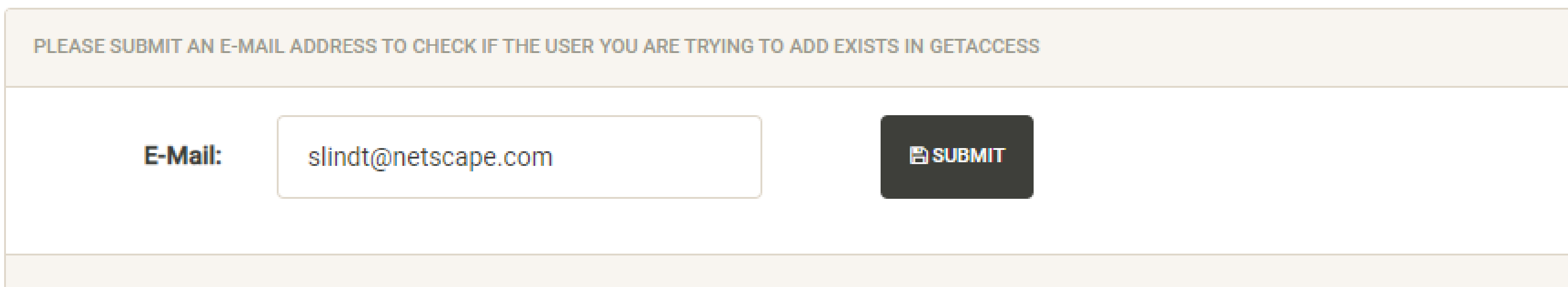
Once you have logged into the Chubb Risk Engineering Exchange at https://www.chubb.com/riskengineeringexchange, access the **Administrative Controls** page by selecting **Back to LC360** by clicking this from the left-hand menu:



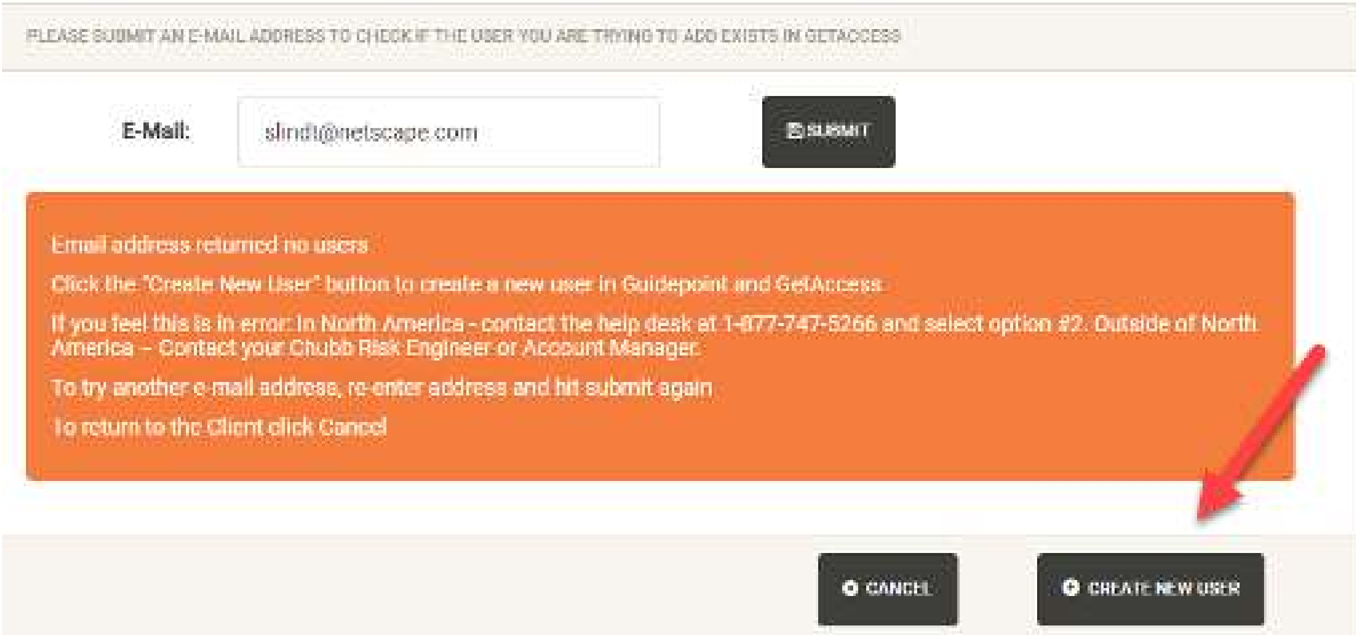
You now have access to your **Administrative Controls**. Clicking the **Actions** button exposes the **Add User** button.



Input the **Email Address** of the individual you wish to provision as a **Customer Client** and **Submit:**

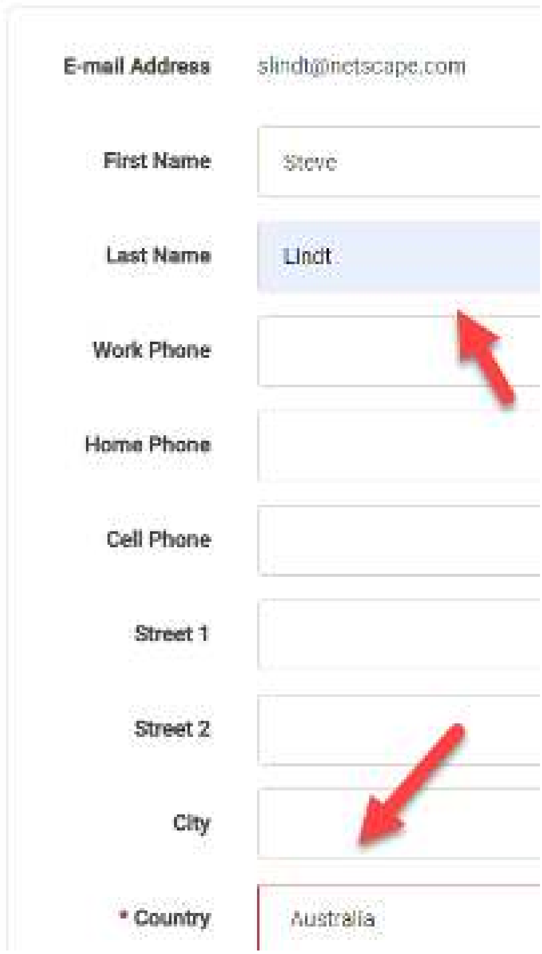


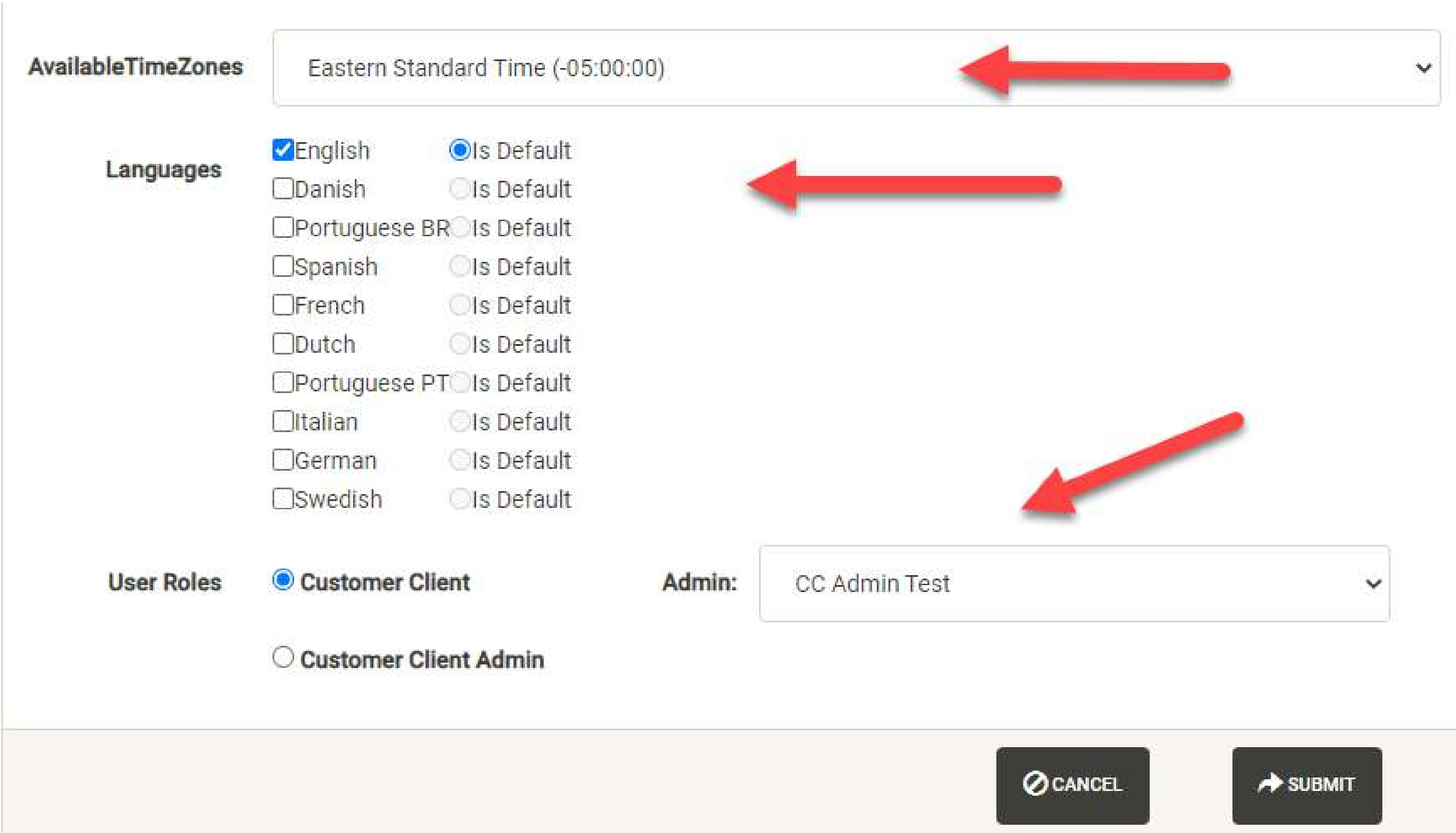
You will be informed that **Email Address Returned No Users** indicating that you need to **Create a New User.** If you are informed that the **User Already Exists** you will need to go the **User** page as described later in this document, and **Modify** their profile to what you want for their new **Role** or **Location Access**.



To create a new user, the only fields needed are:

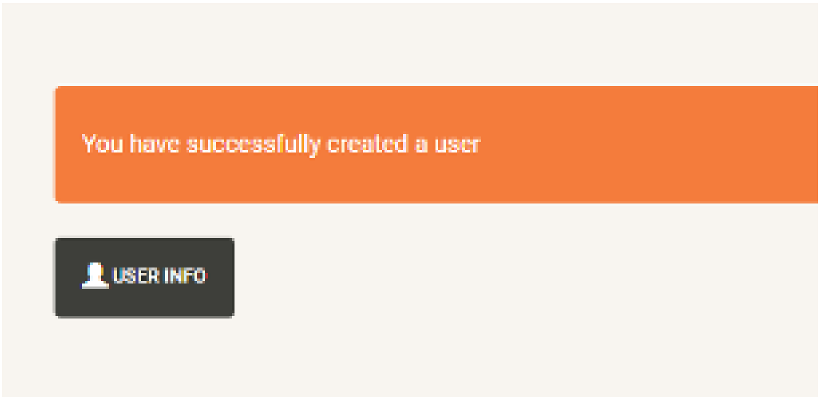
a. First Name
b. Last Name
c. Country
d. Time Zone
e. Default Language





Once these items are selected, click **Customer Client** and yourself in the **Admin** box and **Submit**

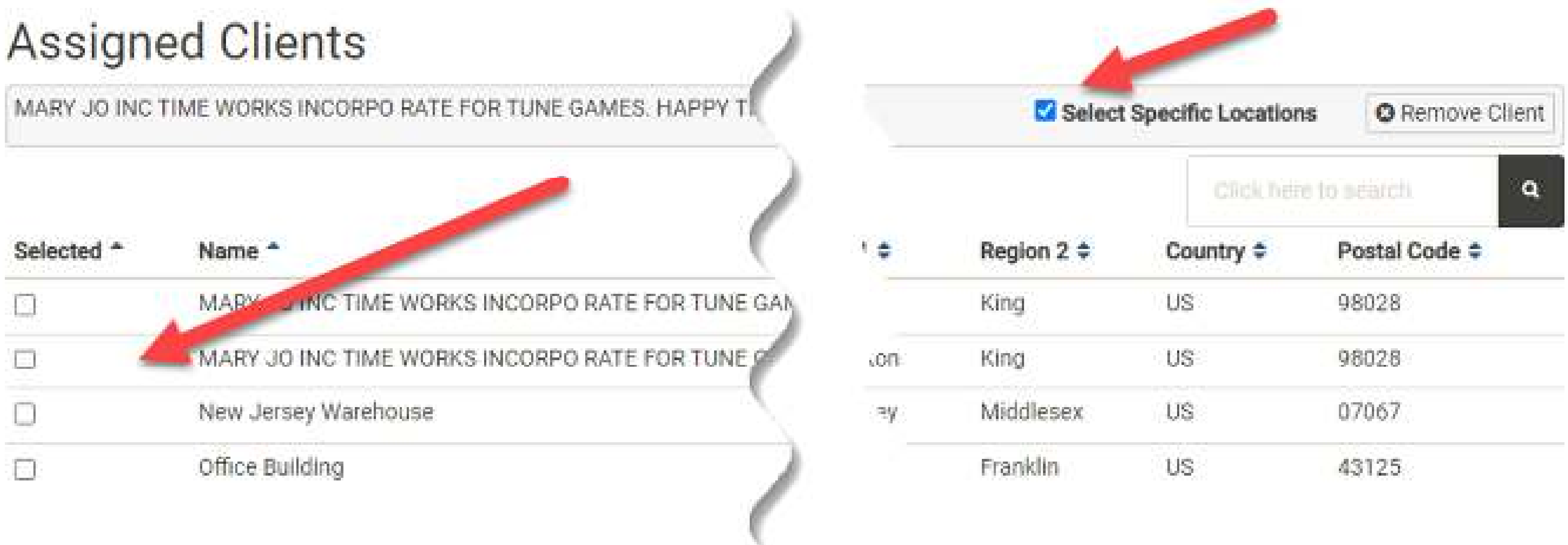
You have now **Successfully Created a User** that will receive an email with a **User ID and Temporary Password** to gain access to the Exchange.



At this point, unless you want the user to have access to see all locations, you will need to Select **User Info** to **Edit** their permissions and assign **Locations** that they can view by clicking the blue Customer Client link:

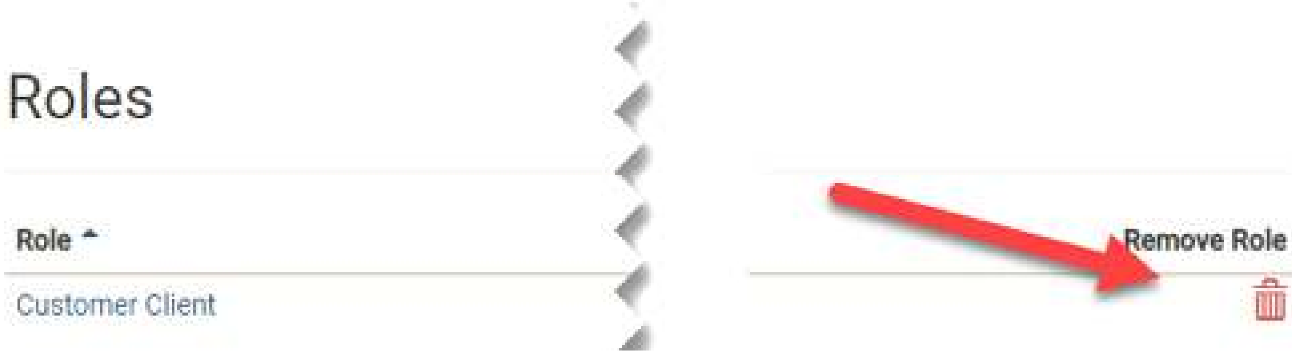
Scroll Down to the **Clients and Locations** section, and select **Edit**

You can now select the **Locations** that the user can access. Click **Select Specific Locations** if not already selected



Click **Users** at the top of the page to return to the main **User Page**. You can then further edit and review by clicking the **Wrench** icon, or the blue **Users Name** to verify the locations you added took effect.

Should you wish to **Delete** a user, this is accomplished by clicking the blue **Users Name** as above to open their profile, and clicking the red **Remove Role** icon.



You may now use the **Back or Forward** arrows to navigate to previous pages, or click any of the other selections at the top of the page to return to the **Chubb Risk Engineering Exchange** or **Log Off**