



How to Manage Team Access

When you have created an account with <MyCryptomathic> you can share that account with your team. As the owner of the account, you can add additional users to your account and even make some of them administrators, allowing them to add users as well. All users have equal access to manage keystores and keys. All changes to keys are captured in the audit log, including which user performed the change. Only owners and administrators can add, remove, promote and demote user. Only owners can change credit card information, transfer ownership, or close the account.

Add User

- Access the account settings by clicking your initials in the top right corner of the page and selecting "Account settings".
- In the account settings menu, choose the "Team members" tab.
- Select "Invite team members" in the top right corner of the dialog.
- Enter the new user's email address, first name and last name in the resulting dialog.
- Additional users can be added in the same go by clicking the "Add another invite" button.
- Click the "Invite # person" button to complete the process.

The new user will receive an email that will guide them through the initial login process.

Remove User

- Access the account settings by clicking your initials in the top right corner and selecting "Account settings".
- In the account settings menu, choose the "Team members" tab.
- Select "Edit" in the row with the user you want to remove.
- Select "Delete".
- Enter the new user's email address in the resulting dialog and click the "Delete team member" button.

Promote a User to Administrator

- Access the account settings by clicking your initials in the top right corner and selecting "Account settings".
- In the account settings menu, choose the "Team members" tab.
- Select "Edit" in the row with the user you wish to promote.
- Select "Make admin".

Demote an Administrator

- To demote an administrator to ordinary user status, access the account settings by clicking your initials in the top right corner and selecting "Account settings".
- In the account settings menu, choose the "Team members" tab.
- Select "Edit" in the row with the user you wish to demote.
- Select "Demote admin".