

Viewpoint – User Management System (UMS)

Quick reference card for company administrators

Access the Viewpoint UMS at <https://ums-viewpoint.pwc.com> - use your Viewpoint login credentials

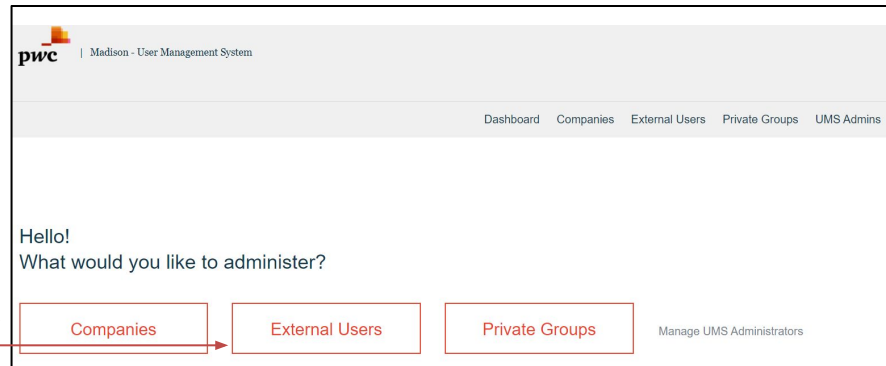
Companies – takes you to your company’s profile (or if you are a company administrator for multiple companies, it will take you to a list of those companies)

External users – lists all users under your company’s subscription.

Manage users – takes you to a list of company’s users where you can view usage and add or delete users. See overleaf for more information.

+Add user – click here to add a user to your company.

+Add admin – click here to add a company administrator. You can have up to 3 company administrators, and they can be a free user (no licence required).



Add user – Complete the form. The new user will be sent an activation email.

Add User

Company
Client Plc

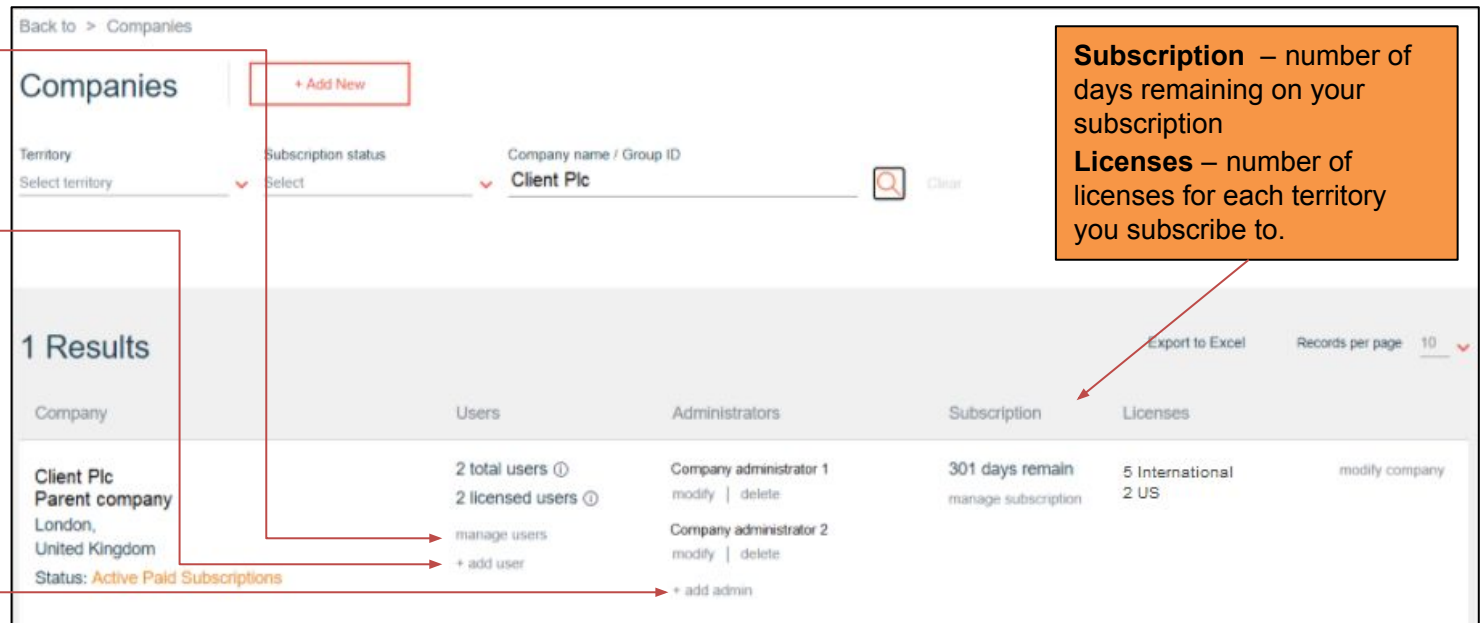
Parent Company
Client Plc

Group ID
ClientPlc123

Territory
United Kingdom

Email
Enter new user's email address

[Continue](#)



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Licenses – number of licenses for each territory you subscribe to.



