# Super Community Member How-To

The purpose of this document is to review navigation of the Community Portal as a Super Community Member. Each practice should designate at least one Super Community Member for the Community Portal. Super Community Members are able to:

- Add new users
- Extend permission for other users to create support cases and view webinars
- Extend permission for other users to be Super Community Members
- *Purchase
    - New APIs with Nextech's partner vendors
    - Additional NexCloud users
    - New Workstations (only applicable to Nextech hosted on premise)

Logging Into the Community Portal

1. Go to Nextech.com and navigate to the Clients Button at the top right. Then scroll down to "Login to the Community Portal"
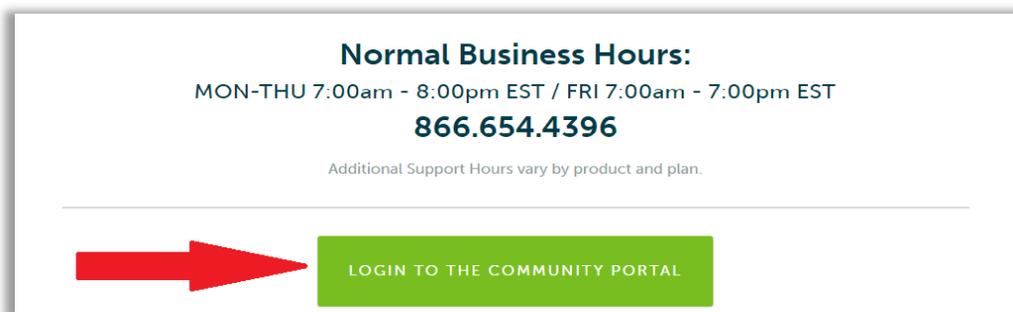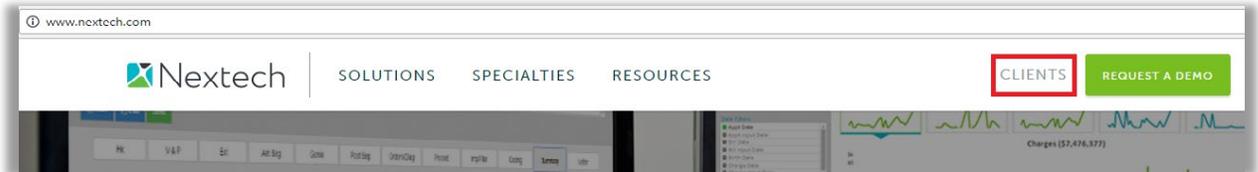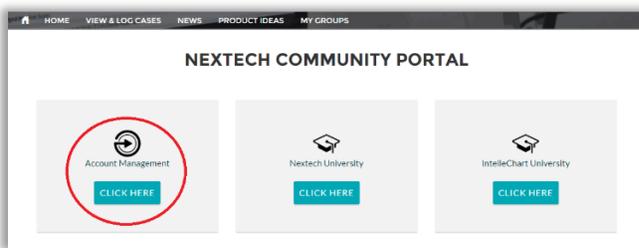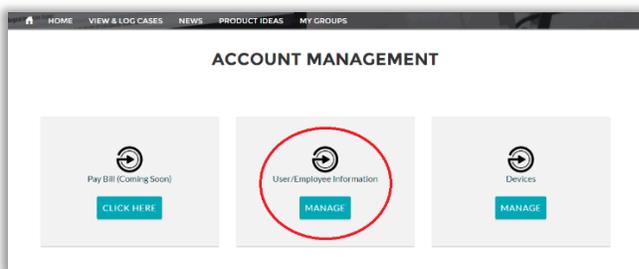
Adding New Users

Items you'll need to complete this process:

- A list of users to create including:
  - First & Last Name
  - Job Function
  - Unique Email Address

1. Click on "Account Management"
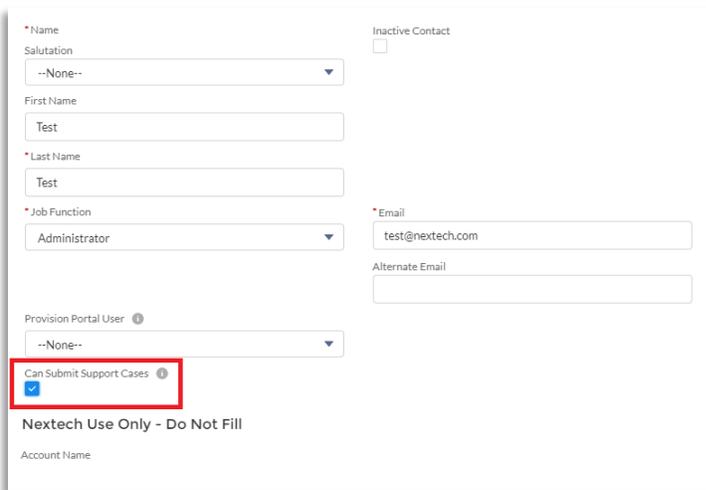

2. Then click on "User/Employee Information"

3. From here, click "New" to add User or Provider Information.

- Allowing Support Case Submission

New users will automatically default with being able to create support cases. If you do not want the new user to be able to submit support cases, uncheck the box.

- Allowing Community Portal Access

Community Portal access can only be granted AFTER the contact has been created. When you click "save" on the new contact, the next screen will allow you to extend Community Portal access. In the dropdown for "Provision Portal User", select either "Standard" or "Admin" from the dropdown. An "Admin" portal user is a Super Community Portal user and will have the permissions indicated at the beginning of this document.
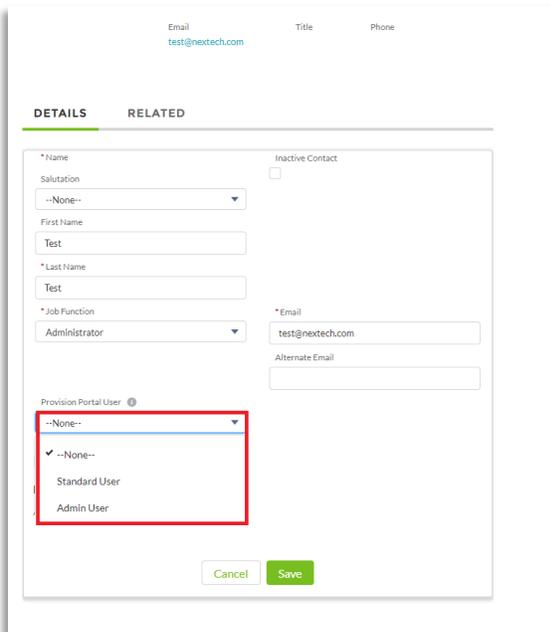
- If you have a long list of users to create, you can simply click the "clone" button at the top right of the user edit screen to create more users without having to navigate back through your Home screen.

Edit the fields with the applicable new user information.

Important! Before you click save, erase the Account information by clicking the "x" and then hit save. Your account will automatically associate with the new user upon saving.

New Contact: Contact

* Name

Salutation

--None--

First Name

New Contact Info

* Last Name

New Contact Info

* Job Function

Anesthesiologist

Provision Portal User

--None--

Can Submit Support Cases

Nextech Use Only - Do Not Fill

Account Name

Test Account

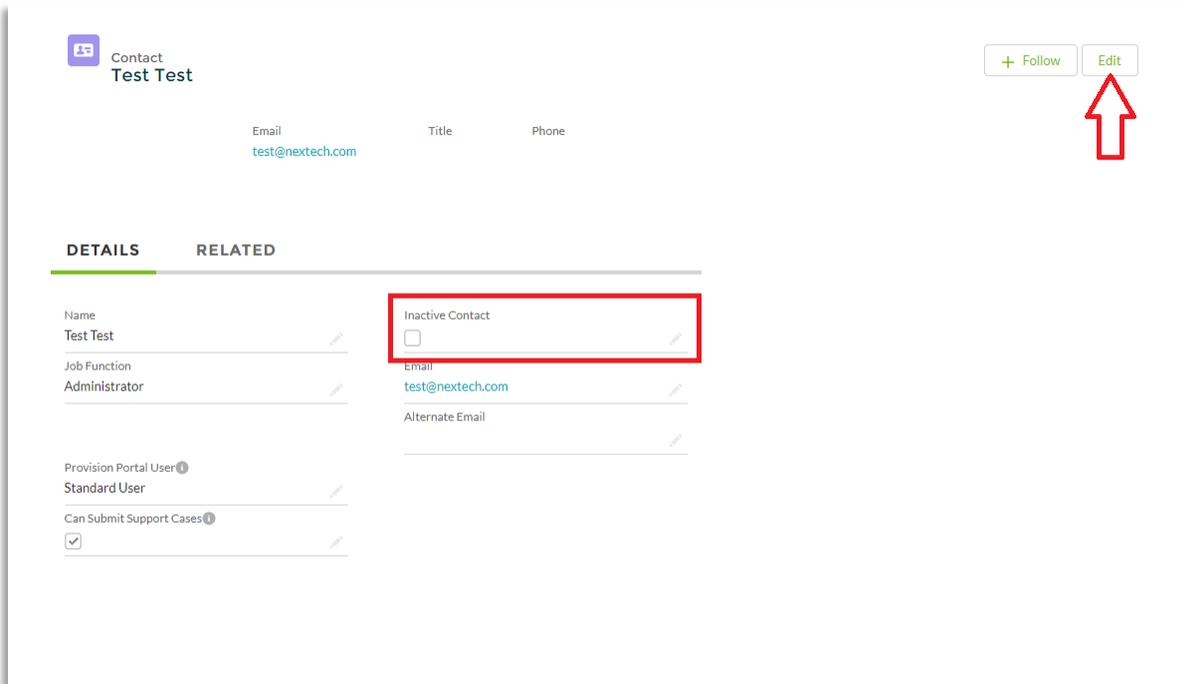Inactive Contact

* Email

NewContactInfo@nextech.com

Alternate Email

Erase the Account by clicking the "x" before you click Save

Cancel   Save & New   Save

Inactivating Users

If at any point a user is no longer with the practice, please edit the user to "Inactivate Contact"

Making a Purchase:

Nextech allows Super Community members to order on behalf of the practice. To make a purchase, click to "Order Now" tab and then choose the product you'd like to order from the dropdown.
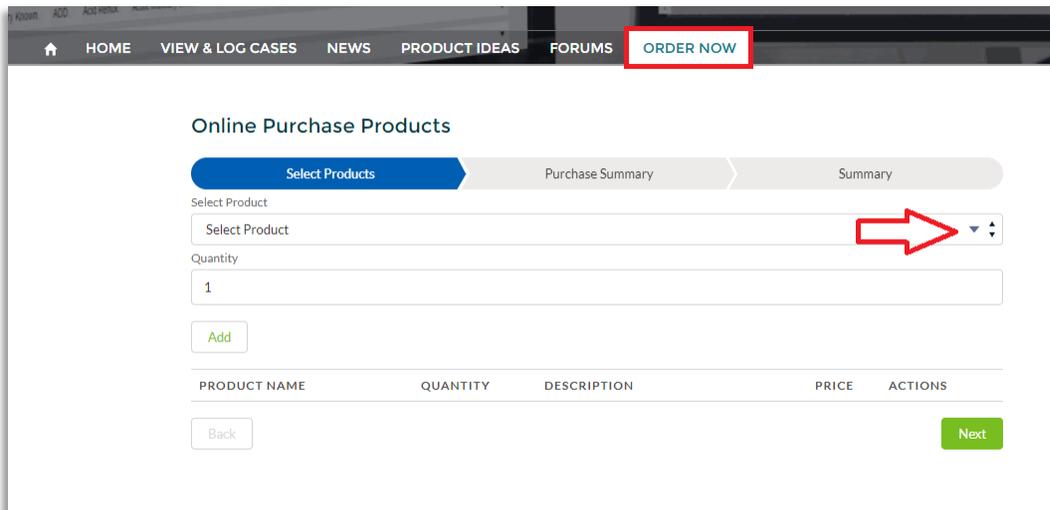
Follow the "next" prompts to complete your purchase.

Please note, the Super Community Member will still be prompted to enter a credit card number in order to complete the purchase. The designation of Super Community Member does not allow the user to use a 'card on file' for the practice.