

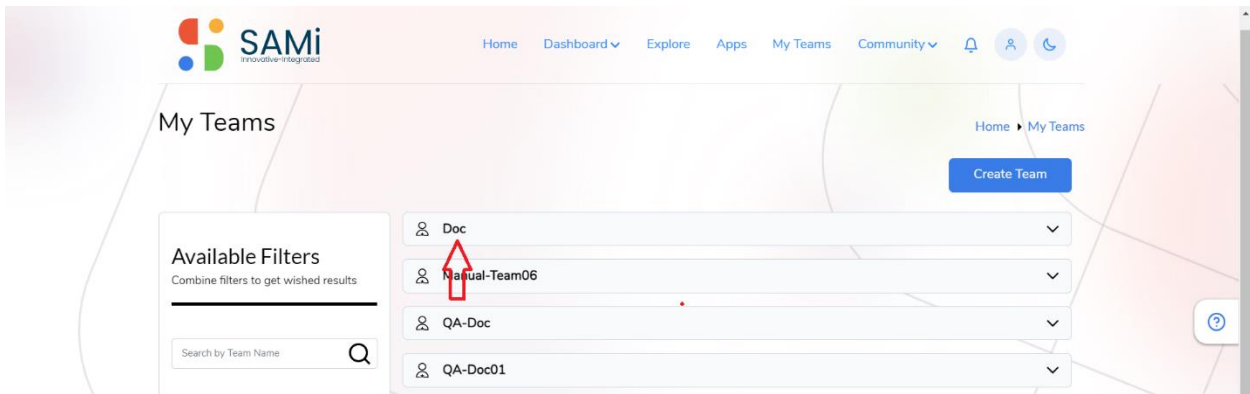
Invite New Team Member (New Developer)

A subscriber is able to invite a new member (New Developer) to the SAMi portal by sending an invitation from the My Teams page. The **My Teams** page, is categorized into 2 tabs:

- Invite tab
- Members tab

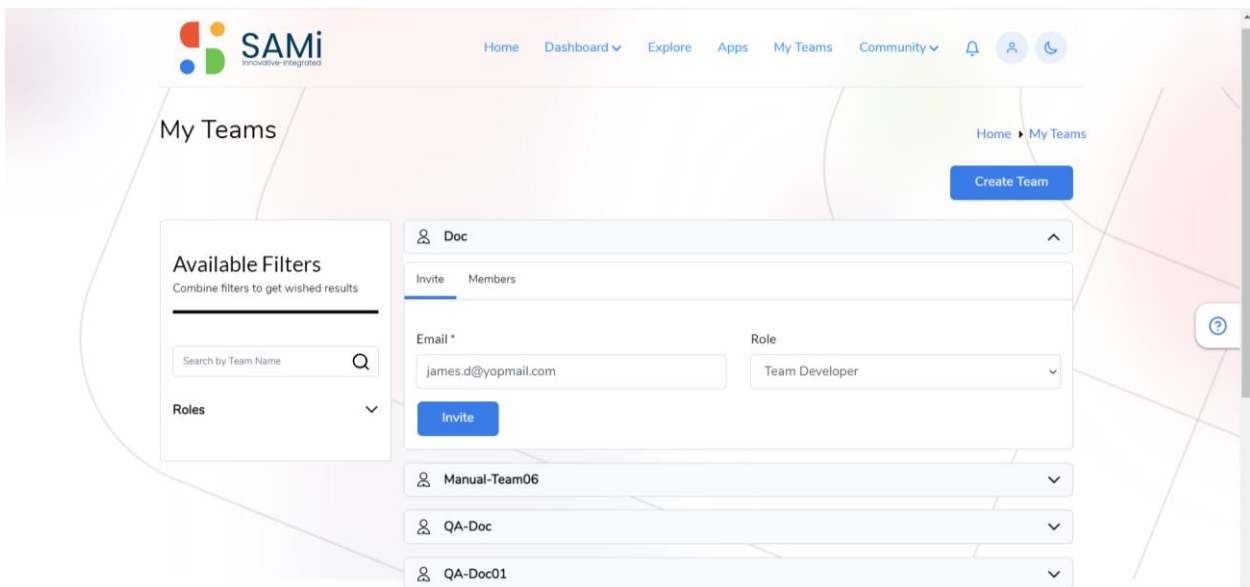
To invite a new team member to work on the subscribed app, do the following:

1. Go to **My Teams**, click on **Doc Team** to expand.



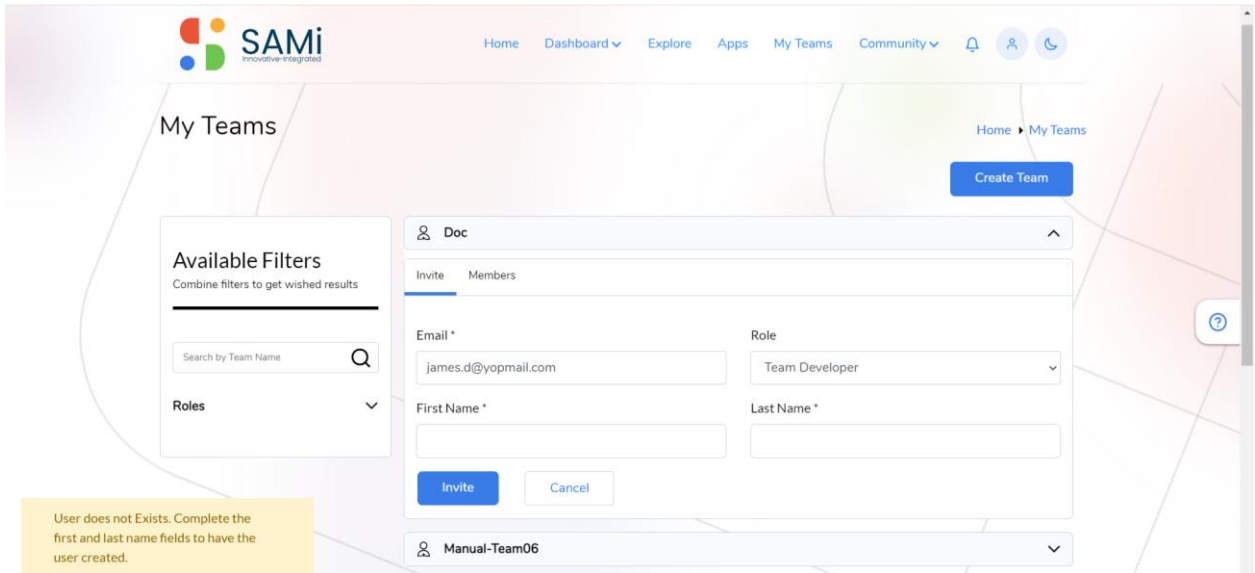
The Doc team section expands and displays input fields to invite a member.

2. In **Invite** tab, enter the **Email Address** of the team member in the text box provided.
3. Click **Invite** button.

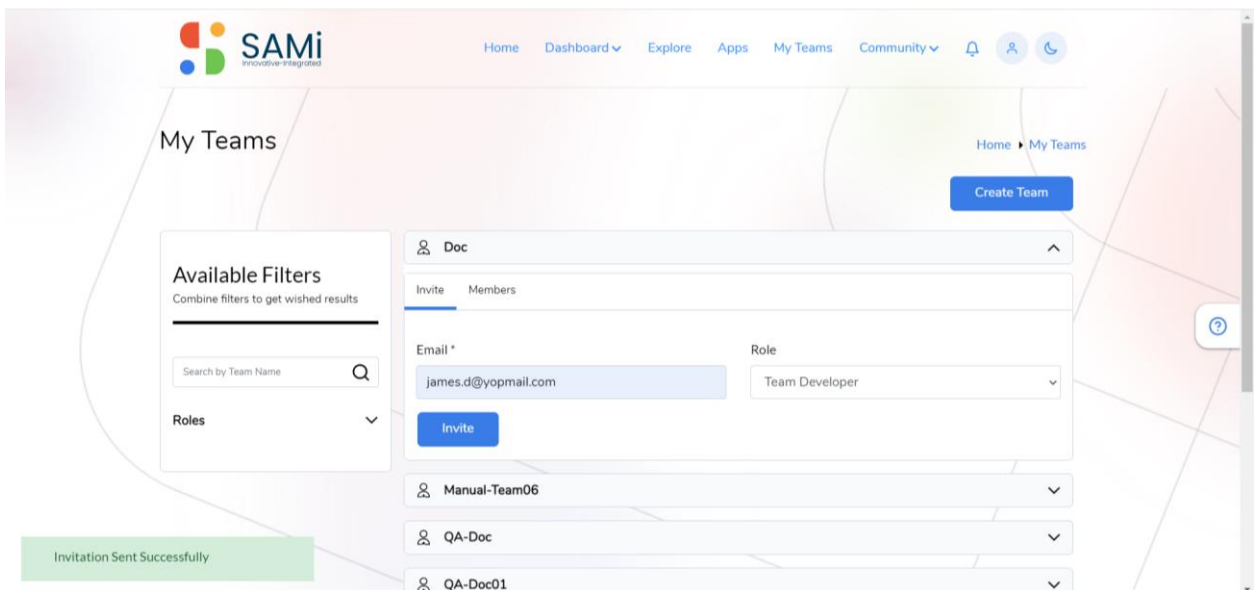


Upon clicking **Invite** button, a message pops up stating, “User does not Exists. Complete the First Name and Last Name fields to have the user created”.

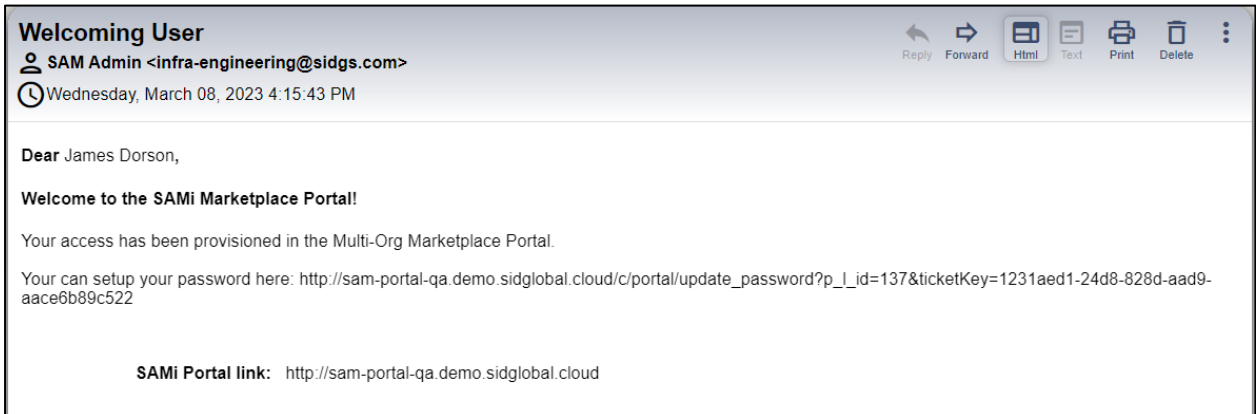
4. Enter the **First Name** and **Last Name** in the respective textboxes.
5. Click **Invite**.



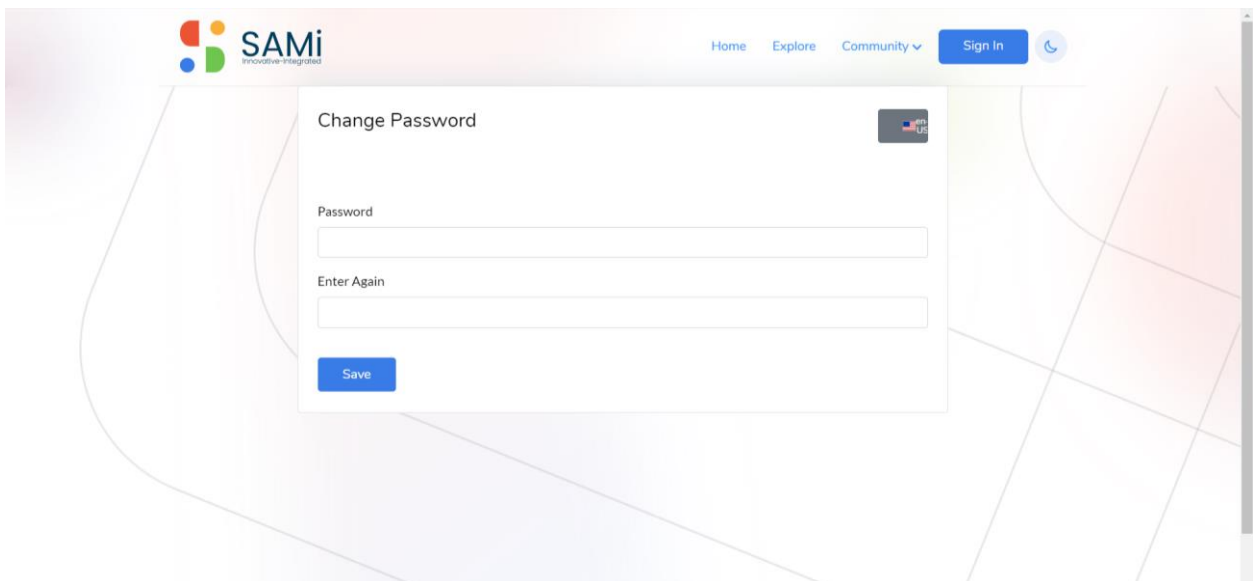
A success message appears, "Invitation sent successfully".



An email message with the invitation is sent to the invited team member with a link to reset the password.



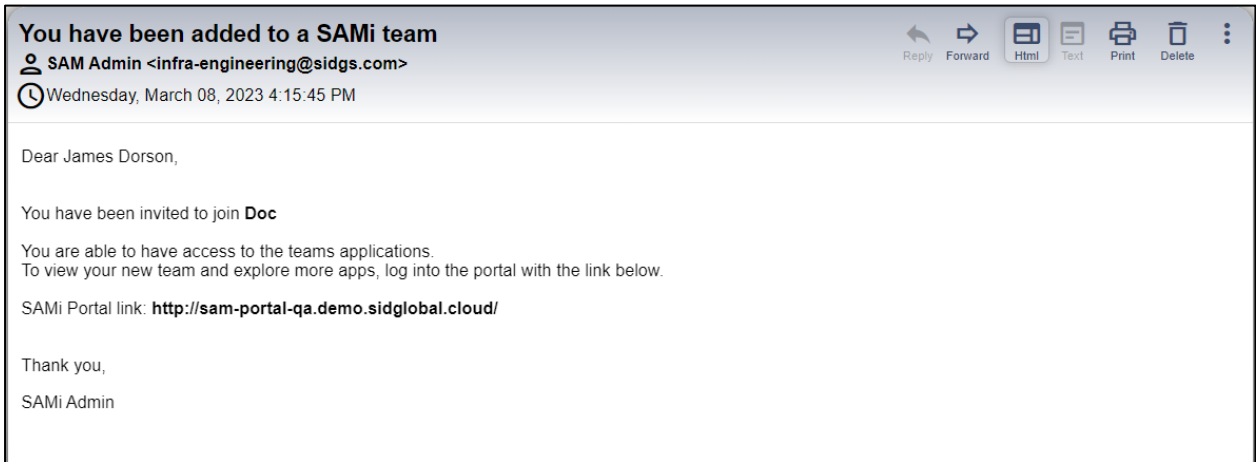
6. The invited team member opens the email from the Inbox and clicks on the password reset link.
 The SAMi portal opens in the browser with the option to enter **New Password** and **Confirm Password** in the respective textboxes.
7. The member enters the **Password** and **Confirm Password** in respective textboxes.
8. Clicks **Save**.



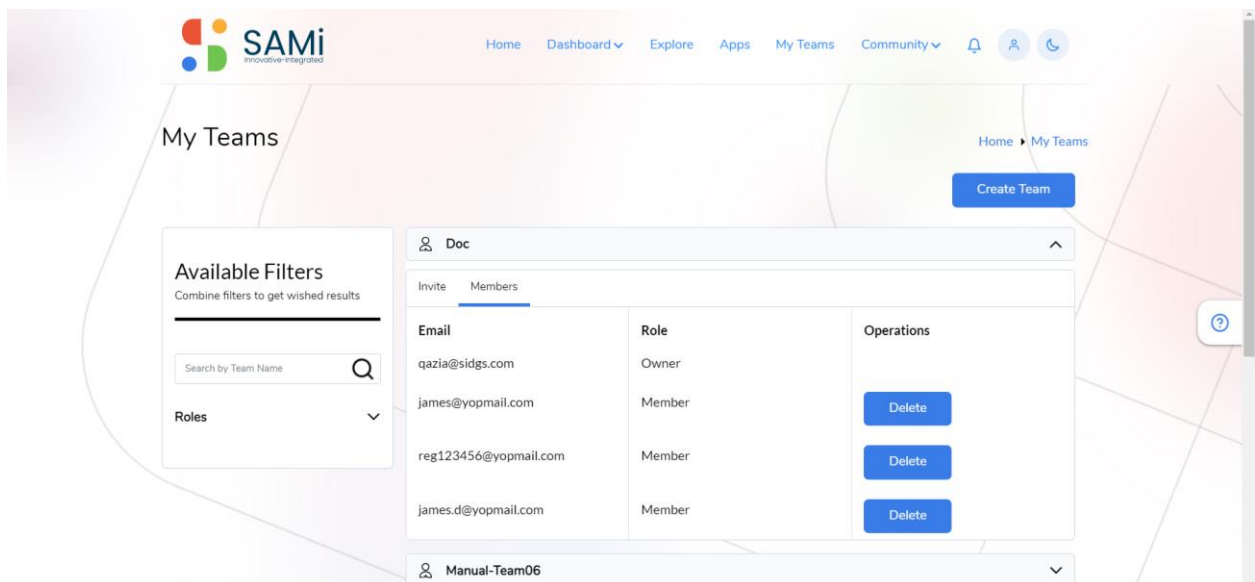
An email message is sent to the team member mentioning, “You have been invited to join the team”.



SAMi Invite a Member (Developer) – Quick Start Guide



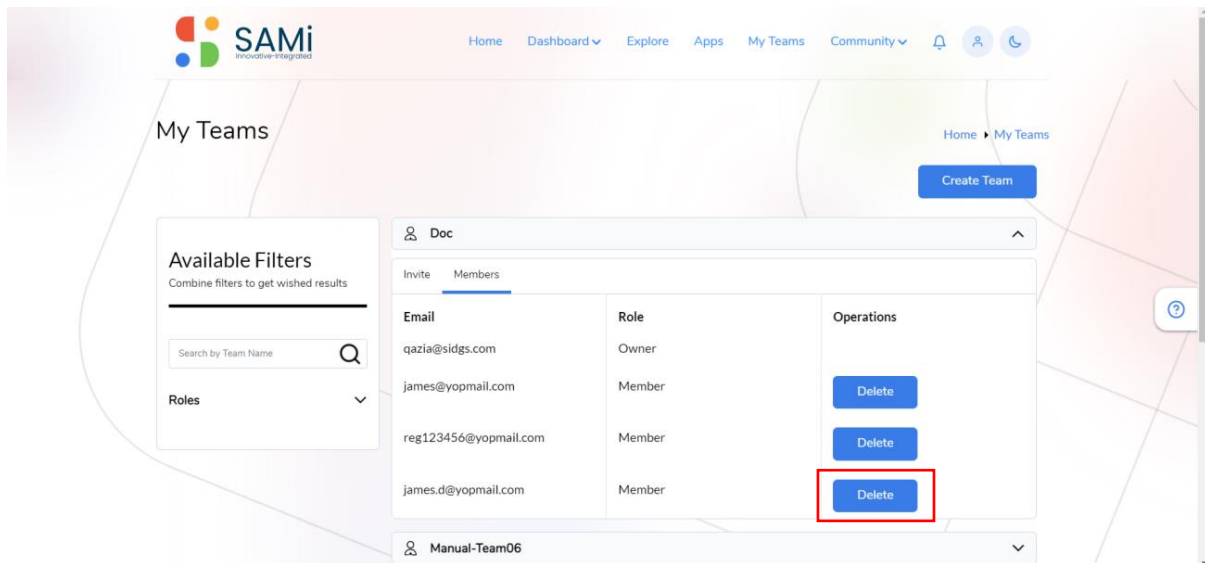
9. Click on **Members** tab to view the added Team members.



Delete a Team Member

To delete an existing Team member, you need to navigate to My Teams and then Member tab, select and delete a member.

1. In My Teams page, click on **Members** tab, and then click on **Delete** button to delete any existing team member.



The member is deleted successfully. A message appears, “Removed Successfully”.

To confirm visit the **My Teams** page > **Members** tab and verify. The member will no longer be available in the My Teams page.

