What is the Industry Administrator?
The ADMINISTRATOR is the individual for your company that is responsible for assigning, editing, and maintaining a list of “Users” that are allowed to access NIPR information on behalf of your company. The ADMINISTRATOR will assign a User ID, the appropriate product(s), designate an account, and inactivate a user if necessary. A system generated password will be emailed to each user if required. The Industry Administrator Application is where you will set up all of your company’s user(s) access to NIPR products. Only the designated ADMINISTRATOR for your company will be able to access this application.

Accessing the Industry Administrator Application
To access the application go to https://pdb.nipr.com/pdb-reports, enter the User Id and Password provided to you by NIPR in your email, click Login and then select the “Industry Admin” link.

User Summary screen*
- Displays your customer name and customer id
- Lists all of the USERs currently associated to that ADMINISTRATOR
- Lists all accounts and which USERs are assigned to those accounts
- From this screen you will be able to:
  - add users
  - edit users
  - add accounts

*Note: If you are a new customer your User Summary will only list the ADMINISTRATOR until you add USERs.
Adding a User

To add a new user, click on the “Add User” button at the bottom of the “User Summary” section.

### User Summary

<table>
<thead>
<tr>
<th>User ID</th>
<th>User Name</th>
<th>Email</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>john.doe12345</td>
<td>John Doe</td>
<td><a href="mailto:john.doe@acm.com">john.doe@acm.com</a></td>
<td>✔️</td>
</tr>
<tr>
<td>jsmith234567</td>
<td>John Doe</td>
<td><a href="mailto:john.smith@nipr.com">john.smith@nipr.com</a></td>
<td>✔️</td>
</tr>
<tr>
<td>admin012345</td>
<td>John Doe</td>
<td><a href="mailto:admin@nipr.com">admin@nipr.com</a></td>
<td>✔️</td>
</tr>
<tr>
<td>john.doe3456</td>
<td>John Doe</td>
<td><a href="mailto:john.doe@123.com">john.doe@123.com</a></td>
<td>✔️</td>
</tr>
<tr>
<td>john.doe7890</td>
<td>John Doe</td>
<td><a href="mailto:john.doe@234.com">john.doe@234.com</a></td>
<td>✔️</td>
</tr>
<tr>
<td>emma.doe</td>
<td>Emma Doe</td>
<td><a href="mailto:emma.doe@nipr.com">emma.doe@nipr.com</a></td>
<td>✔️</td>
</tr>
</tbody>
</table>

### Add User

Create New User Profile

- **Login Id**
- **First Name**
- **Last Name**
- **Job Title**
- **Department**
- **Email Address**
- **Work Phone**
- **Address Line 1**
- **Address Line 2**
- **City**
- **State**
- **Zip Code**

For questions please contact NIPR Customer Service at (855)674-8677 or customerservice@nipr.com.
On this screen you will enter a User ID for your user(s). You will also provide some basic information about the user including name, number, and address. After entering all required information (denoted by *) click the “Submit” button. Temporary user passwords will be automatically emailed to the email address provided.

<table>
<thead>
<tr>
<th>User ID Rules</th>
<th>Password Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Minimum of 5 characters</td>
<td>o Minimum of 7 characters</td>
</tr>
<tr>
<td>o Maximum of 30 characters</td>
<td>o Maximum of 30 characters</td>
</tr>
<tr>
<td>o Must start with a letter</td>
<td>o Must contain at least one number</td>
</tr>
<tr>
<td>o May have numbers but not required</td>
<td>o Must contain at least one lowercase letter</td>
</tr>
<tr>
<td>o No special characters are allowed</td>
<td>o Permitted special characters: @%.$%^_~*#</td>
</tr>
<tr>
<td>o Underscores are acceptable</td>
<td>o Good for 90 days</td>
</tr>
<tr>
<td>o No duplicates</td>
<td>o Cannot reuse old passwords</td>
</tr>
</tbody>
</table>

A confirmation page will display. You will be directed to the “User Details” page within 20 seconds, or you may click the link.
User Summary
Lists brief summary of most recently entered user
- Name
- E-Mail
- Phone Number

Below that, in the "Manage Products" section, you will assign the USER the products they are authorized to use and assign them to an account; the account number will default to Account 1*.

The products table will display all of the products available for your company. At least one product for the user must be selected.

* Please note, if you do not change this, all of the products this USER requests will show up on the invoice under Account 1, i.e. you have 5 users and you do not update the account number as each user is assigned, all 5 users' activities will be listed as Account 1 instead of Account 1, Account 2, Account 3, etc.

After selecting the desired products and account number click the Update button. You will be directed to the User Summary page. You will now see the user you added listed in the User table, and you will see the user listed next to their assigned account in the Account summary table.
**EDITING A USER**

In the “User Summary” section, locate the desired USER in the list and click the “Edit” button next to their User ID. You will be directed to the User Details page. From here you may choose to edit the USER’s profile, or you may choose to edit their assigned products and/or account.

**EDITING USER PROFILE**

Click on “Edit User Details” button to edit the USER Profile.
You will be directed to the “User Profile” page. All fields will be pre-populated with the information you originally provided. You may change any personal or address information about the user. You may also change the status of a user, or reset their password. After changing the desired fields click the “Submit” button.

A confirmation page will display. You will then be directed back to the “User Details” page within 20 seconds, or you may click the link.

For questions please contact NIPR Customer Service at (855)674-6477 or customerservice@nipr.com.
EDIT ASSIGNED PRODUCT(S) AND ACCOUNT*
* You may edit the user’s products and account at the same time.

To edit the USER’s assigned products, simply check or uncheck the desired product(s) and click “Continue”

To edit the USER assigned account, simply select a new account number from the “Assigned Account” drop down menu and click “Continue”

ADDING AN ACCOUNT
From the “Admin Home” page, click on the “Account” tab and then click on the “Add Account” button

Only the ADMINISTRATOR has the ability to add an account. If you need an account to be inactivated please contact NIPR Marketing at (816)783-8467 or marketing@nipr.com.

For questions please contact NIPR Customer Service at (855)674-6477 or customerservice@nipr.com.