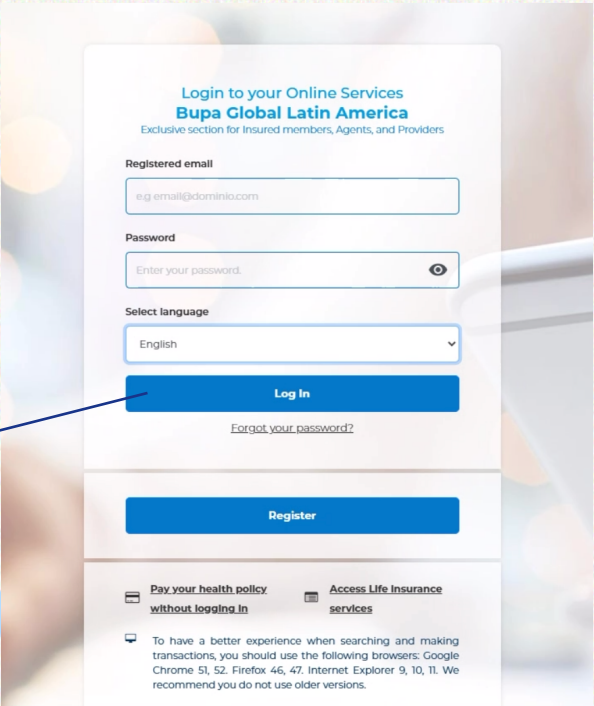


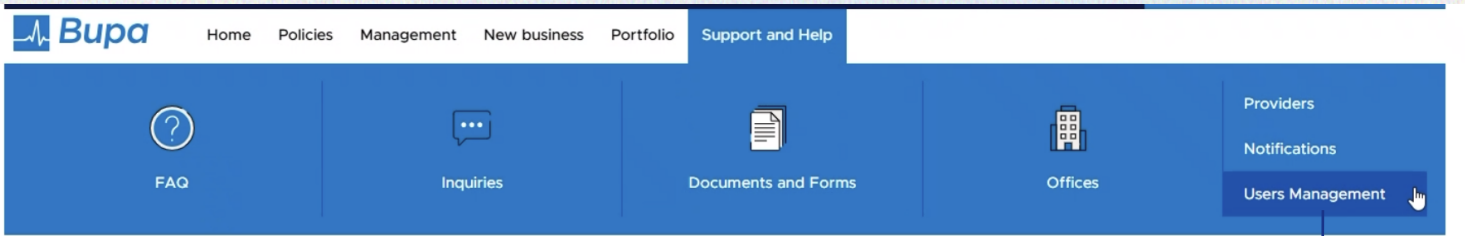
# Quick Guide to Agent User Management

Go to [www.bupasalud.com](http://www.bupasalud.com)  
Click on Log in to My Bupa Fill in  
the agent details.

Click on  
Log In

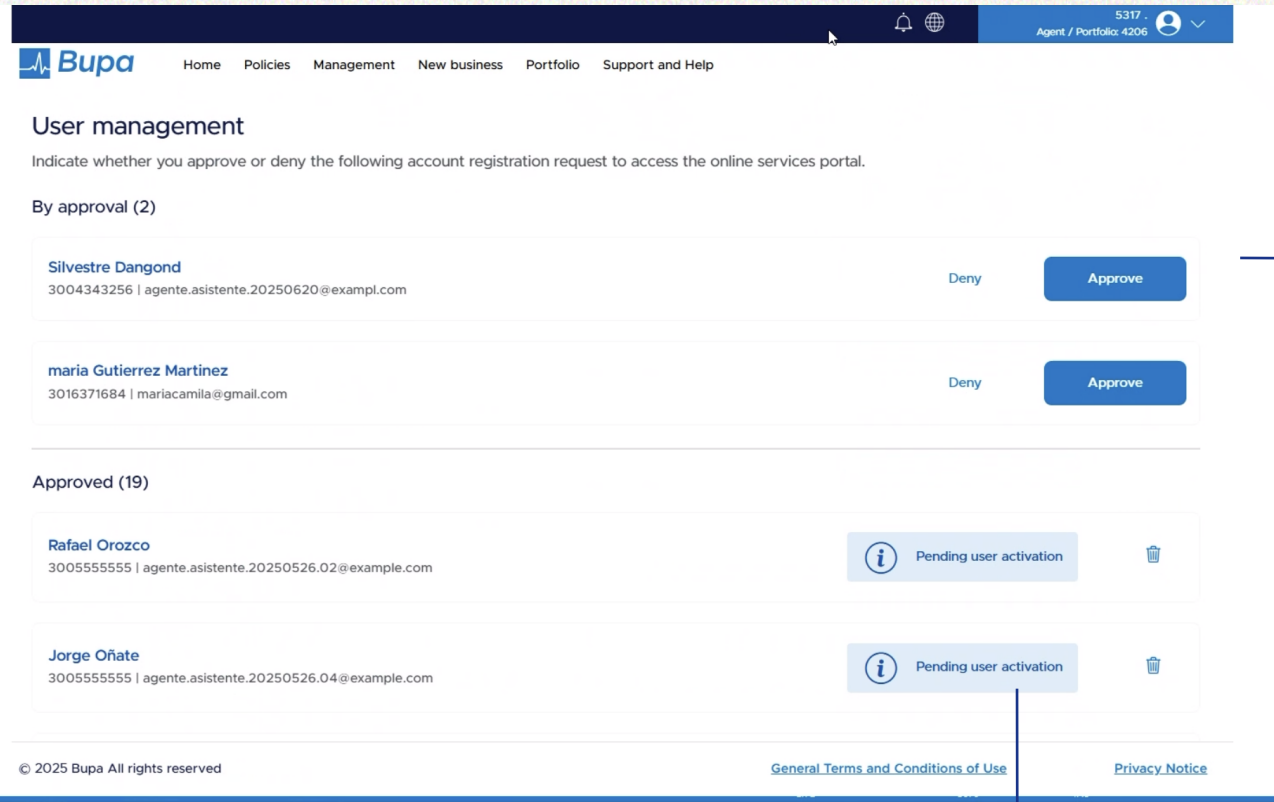


## Look at your Dashboard screen Find the support and Help section



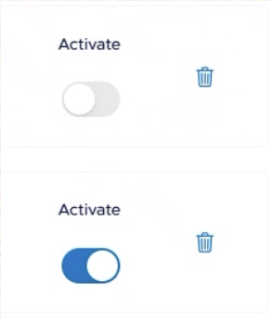
Click on  
\*User Management

Once you have logged in to User Management, you will be able to  
view all pending requests that require approval.



You can:  
**Approve or  
Deny Agent  
registration  
requests**

For active roles, the agent  
administrator has the option  
to Activate and Deactivate  
or delete them completely.



Deactivate: this is a temporary option  
for people on vacation leave.

Delete: this is when the person is no longer part  
of the organization and all data will be deleted.

After approval, the user  
activation is pending. Follow the  
steps sent to the assigned email  
address.

Each agent approval or rejection must be followed  
by a user activation email.