

Sponsoring Users

You have the option of adding sponsored users to your company. If a user is sponsored, their own company does not pay for their ProjectTalk membership; instead, another company pays for, or sponsors, their membership. The sponsoring company determines the sponsored user's membership level.

To sponsor a user, add the user to Security Manager in Project Management. Adding the user through Security Manager enables you to set their project access and choose the account to which the user is assigned. Follow the guidelines below to add a sponsored user.

To sponsor a user

1. In Project Management, use the **Company Setup** form to add the contact to the appropriate company.
2. In **Security Manager**, add the contact as a user. Indicate that you want to sponsor the user. If you are the Account Administrator, indicate which account the sponsor user belongs to.
3. If someone other than the Account Administrator added the user to Project Management, the Account Administrator must verify the user's sponsorship in **Account Administration** in ProjectTalk.
4. If the sponsored user's company is already established in ProjectTalk, the user's Employee Administrator must verify that the user is an employee of the company. The sponsored user then receives an email message with the appropriate user name and password. The user must log on and accept the licensing agreement.

Until the Employee Administrator approves the sponsored user, the user will not receive an email message. This safeguard enables the Employee Administrator to verify that the user is an employee of the company.

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If the sponsored user's company is not established in ProjectTalk, the user receives an email message immediately and must log on and register the company in the Registration Wizard. This sponsored user becomes the Master Corporate Administrator for the new company.

When registering with ProjectTalk, the user can accept or decline the invitation. If the user declines the invitation, the user's own company must pay for the ProjectTalk membership.