

## Transferring the MCA Permission

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If you are the Master Corporate Administrator (MCA), use the Company Administration section to transfer this permission to another user. You can also transfer the MCA permission by editing an employee's details in Employee Administration. After transferring MCA permission to the new user, you will still retain Account Administration, Company Administration and Employee Administration permissions.

You may also use the Employee Administration section to transfer the MCA permission. For more information, see Projecttalk Easy Doc "Editing an Employee".

### To transfer the MCA permission

1. On the **My ProjectTalk** page, go to the **Administration** section and click **Administer** next to **Company Administration**.
2. The **Company Administration** page opens and displays a brief summary of all the company details. The **Transfer MCA** page opens.
3. Using the drop-down list, select the employee who will assume the role of Master Corporate Administrator.
4. Click **Transfer**.
5. ProjectTalk prompts you to confirm.
6. Click **OK**.