Viewing and Editing Sponsored Users

From the Account Summary page, view and edit the details of sponsored users, including information such as the name, email address, membership level, account and payment plan.

This page also displays any of your company's projects to which the sponsored users has access. If the sponsored users has access to other projects not owned by your company, these projects are not displayed.

To view the sponsored users

1. View the **Account Summary** page and click the account name with the sponsored user.

   The **Account Details** page opens.
2. Under the **Project Management Users** or **Collaboration Users** sections, locate the **Sponsored Users.**
3. To open a particular user's details, click the user's name.
4. Make any changes to the sponsored user's profile, including changing the membership level and scheduling access.
5. When you are done viewing and editing the details, click **Done.**

Viewing a Summary of Accounts

The Account Summary page displays a summary of all billing accounts for a company. It shows the total number of Project Management, Collaboration, Basic and sponsored users in each account. This includes the company employees and the sponsored users.

To view a summary of accounts

- On the **My ProjectTalk** page, under the **Administration** section and click **Administer** next to **Account Administration.**

  The **Account Summary** page opens and displays a brief summary of all the accounts.