

How Entity Members with Signature Authority Grant Limited Authority Access in Conservation Client Gateway

Once a member of a business entity with signature authority has their Full Authority Access assigned in Conservation Client Gateway, they can assign Limited Authority Access to the non-signature authority members of the business. The process to grant and revoke the Limited Authority Access for non-signatory members is completed without NRCS employee assistance.

After login to Conservation Client Gateway, the signature authority member will do the following to assign access:

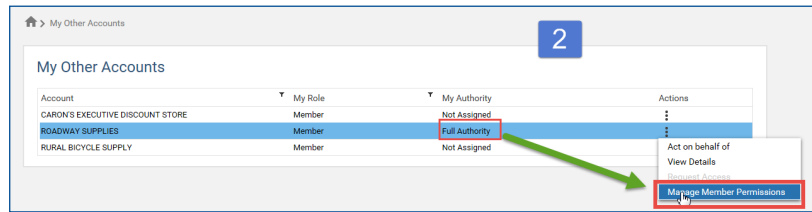
Step 1:

Go to the Avatar icon next to their name and select “My Other Accounts” from the menu. They will be taken to the “My Other Accounts” page.



Step 2:

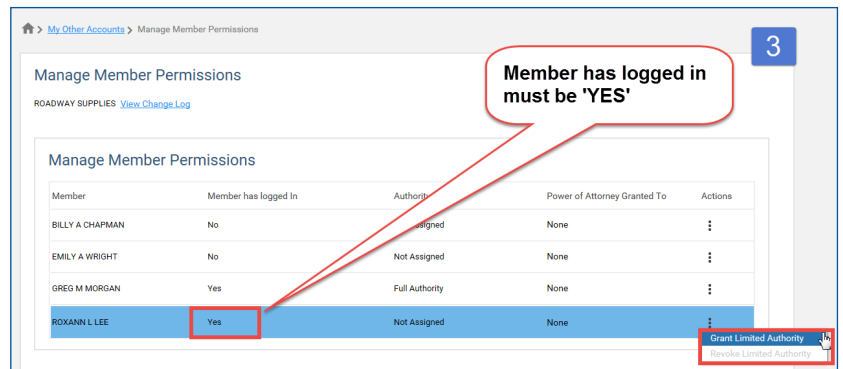
On the “My Other Accounts” page, go to the desired business. From the “Actions” menu select “Manage Member Permissions”.



Step 3:

On the “Manage Member Permissions” page, go to the desired member. From the “Actions” menu, select “Grant Limited Authority”.

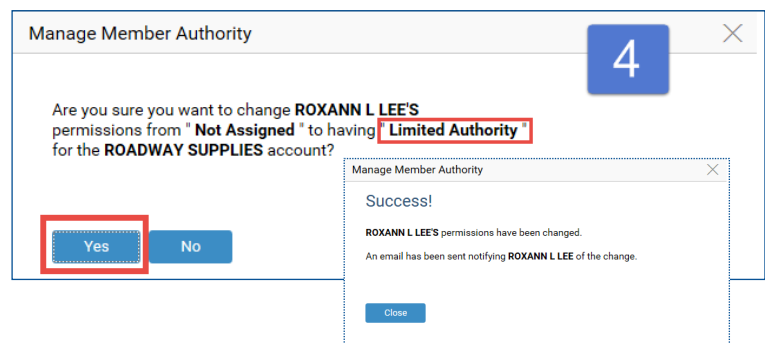
Note a member must be logged into Conservation Client Gateway before the Limited Authority Access assignment can be granted.



Step 4:

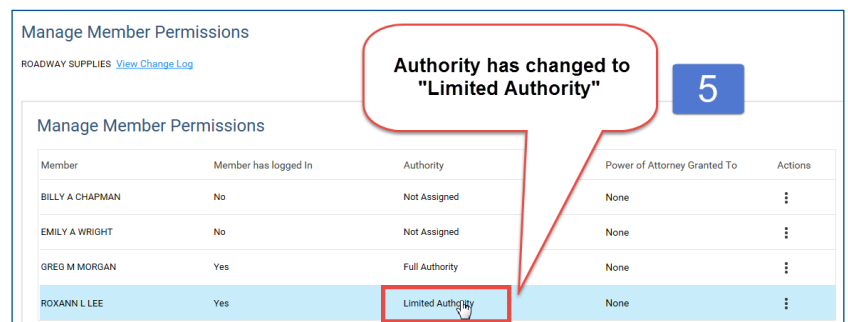
On the “Manage Member Authority” window, click “Yes” to confirm intent. A success message will display.

A notification email will be sent to the client to inform them their Limited Authority Access has been assigned. An email will be sent to the Full Authority Member who made the change.



Step 5:

On the “Manage Member Permissions” page, the Authority for the member will be updated from “Not Assigned” to “Limited Authority”.



How Entity Members with Signature Authority Revoke Limited Authority Access in Conservation Client Gateway

Once a member of a business entity with signature authority has their Full Authority Access assigned in Conservation Client Gateway, they can revoke the Limited Authority Access for non-signature authority members of the business. The process to grant and revoke the Limited Authority Access for non-signatory members is completed without NRCS employee assistance.

After login to Conservation Client Gateway, the signature authority member will do the following to revoke access:

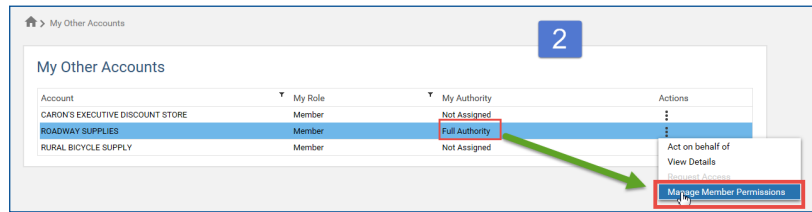
Step 1:

Go to the Avatar icon next to their name and select “My Other Accounts” from the menu. They will be taken to the “My Other Accounts” page.



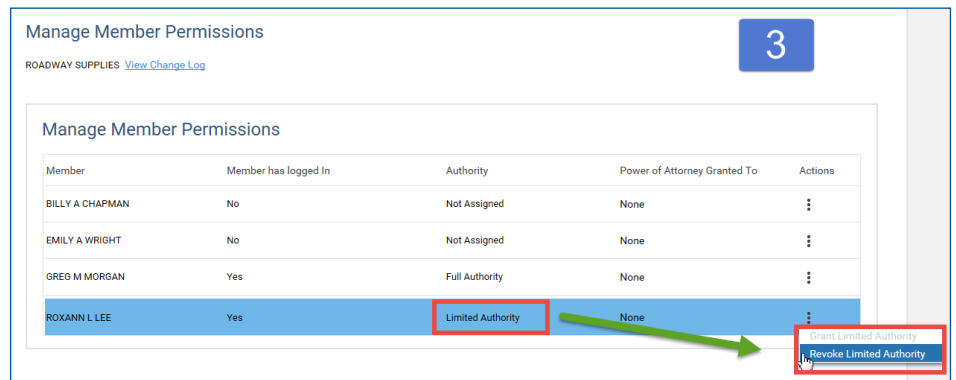
Step 2:

On the “My Other Accounts” page, go to the desired business. From the “Actions” menu select “Manage Member Permissions”.



Step 3:

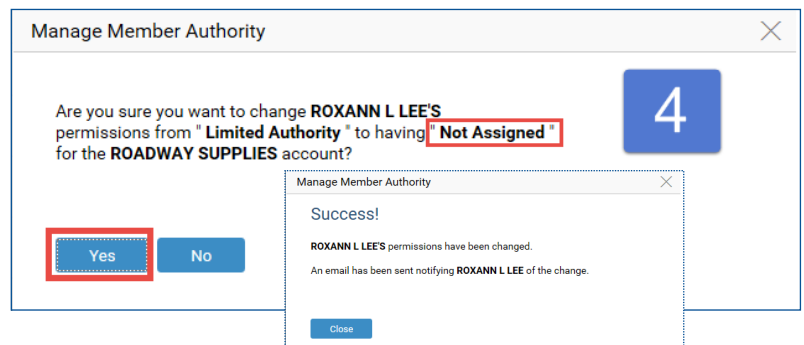
On the “Manage Member Permissions” page, go to the desired member. From the “Actions” menu, select “Revoke Limited Authority”.



Step 4:

On the “Manage Member Authority” window, click “Yes” to confirm intent. A success message will display.

A notification email will be sent to the client to inform them their Limited Authority Access has been revoked. An email will be sent to the Full Authority Member who made the change.



Step 5:

On the “Manage Member Permissions” page, the Authority for the member will be updated from “Limited Authority” to “Not Assigned”.

