

EWOV Member Portal

User information

PRINCIPAL BUSINESS CONTACT

Principal Business Contacts are able to:

- › create, modify and delete contact access to the Portal
- › allocate roles to contacts
- › assign contacts to sites
- › access all invoices raised against the organisation or sites
- › access all site details for any sites attached to the account.

Principal Business Contacts can't make changes to their own access, you will have to contact embedded.etworks@ewov.com.au.

Full Name	Email	Company Name	Business Phone	User Name	Login Enabled	Last Successful Login
Mary Smith	mary@totalcrm.com.au	A Great View		mary	Yes	
Phil Jones	phil@totalcrm.com.au	A Great View	0395009600	phil	Yes	
Simon Test	simonstanforth@hotmail.com	A Great View	04 398417799	Simon	Yes	
Test ACN	ace@testco1.com.au	A Great View	0395009602		No	
Test CHC		A Great View			No	
Test PBC	ceo@testco1.com.au	A Great View	0395009601		No	

FINANCE AND ACCOUNTS CONTACT

Accounts Contacts are given access to all invoice details as well as all site details.

COMPLAINT HANDLING CONTACT

As the designated Complaint Handling Contact you will be able to see all the Network Sites that have been assigned to you.

Site	Company	Category	Activity Code	City	Number of Customers	Agent
Another Test Site	Acme Pty Ltd			DONCASTER EAST	10	A Great View
Test Site - Acme 1	Acme Pty Ltd			Site City		A Great View
Test Site - Acme 2	Acme Pty Ltd	Deemed Network (Supplying)	VND2	COLLINGWOOD	15	A Great View

Click on **Manage My Account**, then **Network Sites** to see the list of Sites you have been linked to.

View Details

Site Name *	Company	Agent
Test Site - Acme 2	Acme Pty Ltd	A Great View
Number of Customers	Category	Activity Code
15	Deemed Network (Supplying)	VND2

Site Address

Address Line 1	Address Line 2	
22 Smith Street	---	
City	State	Postcode
COLLINGWOOD	VIC	3066

Site Portal Contacts

Site Contacts

Link

Full Name	Company Name	Finance and Accounts Contact	Principal Business Contact	Complaint Handling Contact
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Click the **View Details** arrow to see more details of the **Network Site**.

NETWORK SITES

Click on **Network Sites** to bring up a list of all your network sites.

This may be where:

- › the site belongs to your company
- › the site belongs to a company you are the agent for
- › you are listed as a Site Contact for the site

Home > Manage My Account > **Network Sites**

Network Sites

Hello Mary Smith (A Great View)

MY COMPANY'S SITES

Site ↑	Company ↑	Category	Activity Code	City	Number of Customers	Agent
Test Site - Test Company 1	A Great View	Network (Supplying)	VNR1	MACLEOD	5	More Details

SITES FOR COMPANIES I MANAGE

Site ↑	Company ↑	Category	Activity Code	City	Number of Customers	Agent
Another Test Site	Acme Pty Ltd			DONCASTER EAST	10	A Great View

Clicking on either the **Account Name** field, or the **More Details** arrow will open a screen with more information about the selected Site.

View Details

Site Name *	Company	Agent
Test Site - Acme 2	Acme Pty Ltd	A Great View
Number of Customers	Category	Activity Code
15	Deemed Network (Supplying)	VND2

Site Address

Address Line 1	Address Line 2		
22 Smith Street	—		
City	State	Postcode	
COLLINGWOOD	VIC	3066	

Site Portal Contacts

Site Contacts

[Link](#)

Full Name ↑	Company Name	Finance and Accounts Contact	Principal Business Contact	Complaint Handling Contact
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