



## VMIA Portal

How do I assign admin permissions to an existing contact?

[vmia.vic.gov.au](http://vmia.vic.gov.au)






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**Step 1.** Click on 'View organisation profile'.

**Note:** If the contact has not yet been added to the portal, follow the steps outlined in the guide called, 'How do I add additional portal contacts?'

## Contacts

First name	Last name	Contact ID	Email	Status	Portal access	
Tester01	VMIA	CONT-1537	Test Organisation	ACTIVE	Yes	 Update
VMIA1	test1	CONT-1626	Test Organisation	ACTIVE	Yes	 Update
Mrs	CEO	CONT-1827	Test Organisation	PENDING-REGISTRATION	Yes	Actions ▾
Rahul	uat	CONT-1847	Test Organisation	ACTIVE	Yes	 Update

**Step 2.** Identify the contact you want to give admin access to from the list and select 'Update'.

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**Account details**

**Account type \***

Claims Insurance

**Step 3.** Select the drop-down arrow next to the 'Account type' field.

**Admin**

Construction  
Cyber  
Delegate restricted access  
Finance  
Fleet Manager  
Head of organisation  
IBPS Contact  
IBPS Signatory  
MI Contact  
Renewal Coordinator  
Risk  
SRS  
VicFleet

**Step 4.** Select 'Admin' from the drop-down list.

**Note:** Only portal administrators can assign admin permissions to other contacts.

**Submit**

**Step 5.** Click 'Submit'. The request will be sent to VMIA for review and approval.