



Share Company Roles

1. From within Alden ONE, click the **Menu**.
2. Click **View Admin Page**.
3. Click the **Role Management** tab.
4. Find the role you wish to share with a Company and click the **Share Role with Companies** icon.
5. On the right, click in the **Enter company name** field under **Share this role with a company**:
6. Begin typing in the company's name.
7. Once found, click on the company.
8. Choose the drop-down where you see **Active (Indefinitely)** and choose one of the options as needed to select the number of days the company will have access to that data.
9. If you only desire some of the users at the company to have the role, choose the drop-down where you see **Everyone** and click on **Selected Users**.

NOTE: The Alden One admin for the company with whom the role is shared, will use the *Assign User Roles Process Steps* to provide the role to selected users of their company.

10. Click **Apply**.