

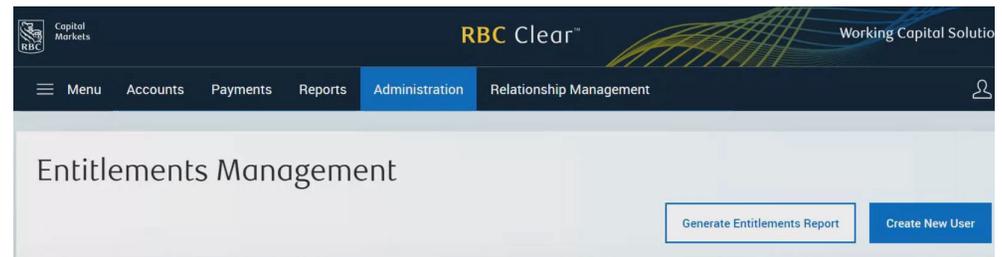


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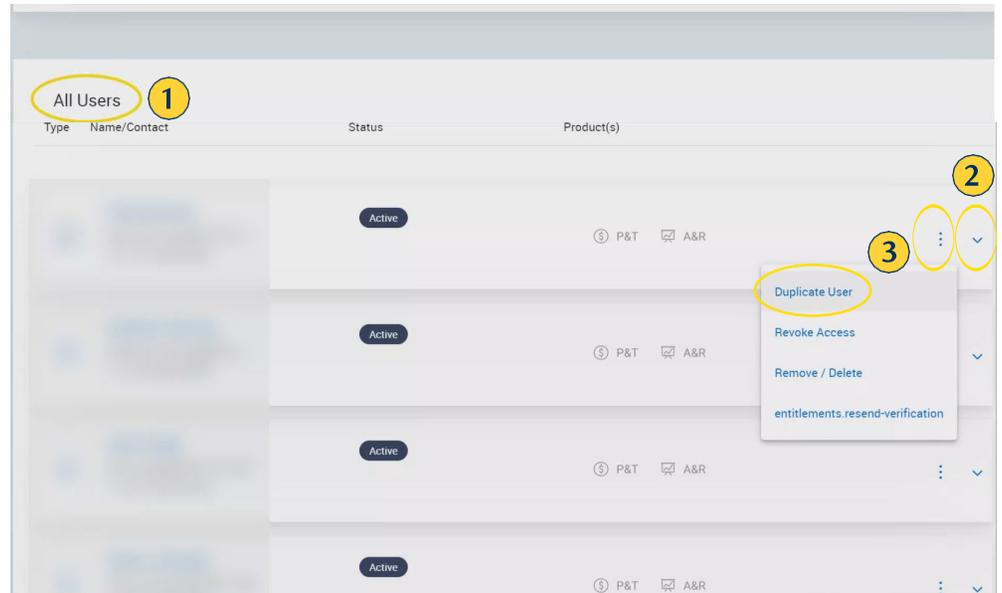
# How to Duplicate a User

1. On the "Entitlements Management" page scroll down to **All Users** and locate the user you want to duplicate.



2. To the right of the user's name click the **arrow** to view user's entitlements.

3. To the left of the arrow, click the **three dots** and scroll down to choose the **duplicate user** option.



[rbccm.com](http://rbccm.com)

4. In the "Create New User" section, enter the user's email, and click **Continue**.

5. Next in the "Enter User Details" section, enter all of the user's information and click **Continue**.

### Create New User

1 2 3 4

Create User Assign Entitlements Review Setup Complete

**4 Add Email**

Let's start by adding an email address.

Email ?

**Cancel Continue**

**5 Enter User Details**

Now, add some details. Enter full legal name and best primary number where user can be contacted.

First Name	Middle Name (Optional)	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Preferred Name (Optional)

Primary Phone Number ?

United States +1	<input type="text"/>	Mobile
▼		▼

Add Secondary Phone Number

**Cancel Continue**

6. On the **Review and Submit Profile** page review and validate all of the entitlement details.

7. If changes to entitlements are needed, click **Edit** to make updates.

8. At the bottom of the page, click **Submit** once all of the information has been validated.

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Review and Submit Profile 6

Create User Assign Entitlements Review Setup Complete

Profile Summary

Test First Name	Middle Name	Test Last Name	Preferred Name
test.test3@rbccm.com	+1 555-555-5555	Standard User	Mobile
Email	Primary Number	User Type	Device Type

Entitlement Details 7 Edit

Accounts and Reporting

Payments and Transfers

Relationship Management

Submit 8