

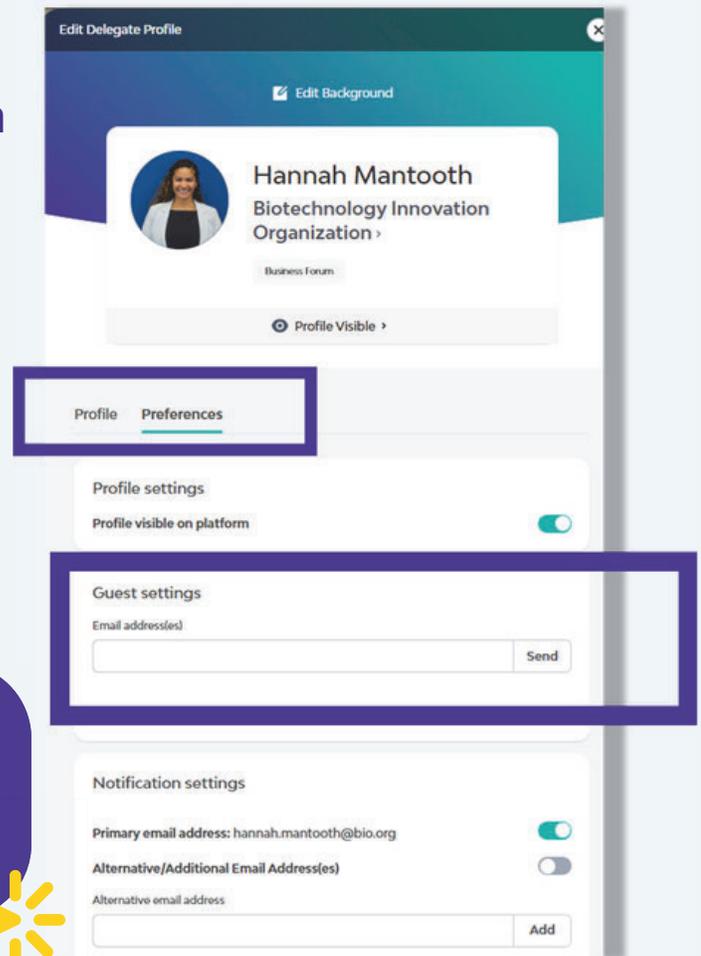
# Invite a Guest to Access to your BIO Partnering Account

Do you have someone supporting you in managing your partnering meetings?  
Add them as a guest so they can access your account on your behalf.

- 1 Click on your **Name/Headshot** in the upper right corner
- 2 Select **Edit Profile**
- 3 Click on the **Preferences** tab
- 4 Under **Guest Settings** add the email address of your guest

## TIP:

Add your guest email address as the **Alternative Email Address** in the **Notification Settings** field as well so they receive important updates.



The screenshot shows the 'Edit Delegate Profile' interface. At the top, there is a header 'Edit Delegate Profile' and a sub-header 'Edit Background'. Below this is a profile card for 'Hannah Mantooth' from 'Biotechnology Innovation Organization'. The 'Preferences' tab is selected, and the 'Guest settings' section is highlighted with a red box. It contains an 'Email address(es)' input field with a 'Send' button. Below this is the 'Notification settings' section, which includes a 'Primary email address' field with a toggle switch (checked) and an 'Alternative/Additional Email Address(es)' field with a toggle switch (unchecked) and an 'Add' button.

## Things to Note:

- An email address that has previously been associated with a BIO Partnering account will not be accepted for guest access. In this case, please use a different email address.
- An email will be sent to the guest email address with login steps
- Your guest will use their own email address and create a password
- Your guest will be able to act on your behalf and access your current and prior event information

*Adding Guest Access does not constitute registration to the event, does not create a separate account for meetings and will not allow you access onsite at the event. Please register for the event to receive a partnering account.*