



**Users:**

**Portal Access**

v 1.1

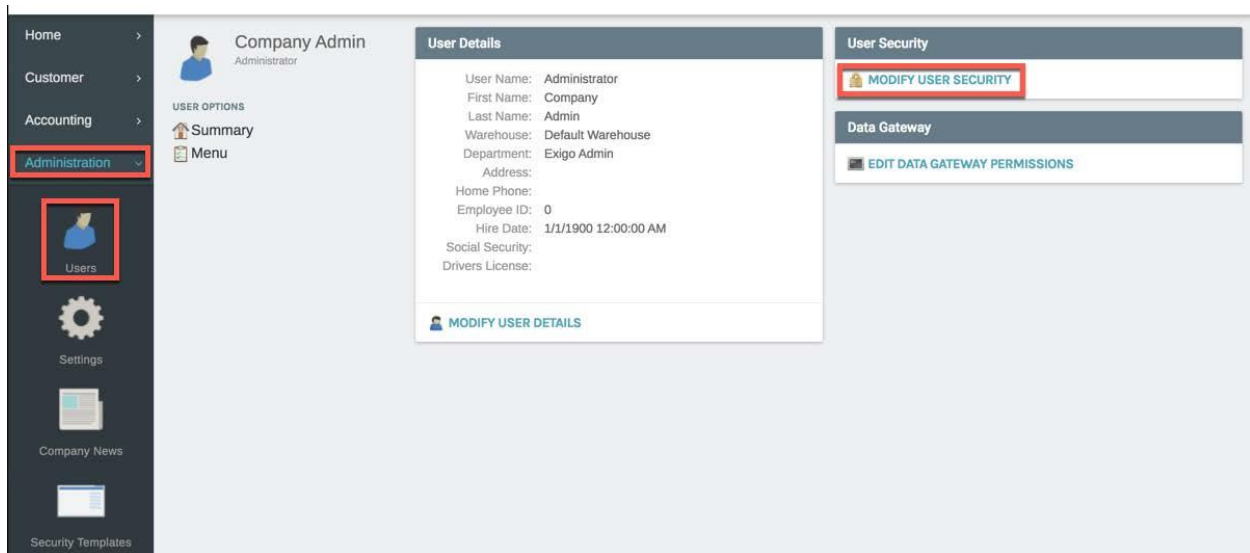
## WHAT IS THE EXIGO PORTAL

The Exigo portal located at portal.exigo.com is the main hub for administrative/corporate users of the Exigo platform. It is the gateway to communication with Exigo via the ticketing system. Users with access can also manage Sandbox environments, manage the extended databases for their company, view API activity and usage as well as monitor database usage. Users can even view and pay Exigo invoices.

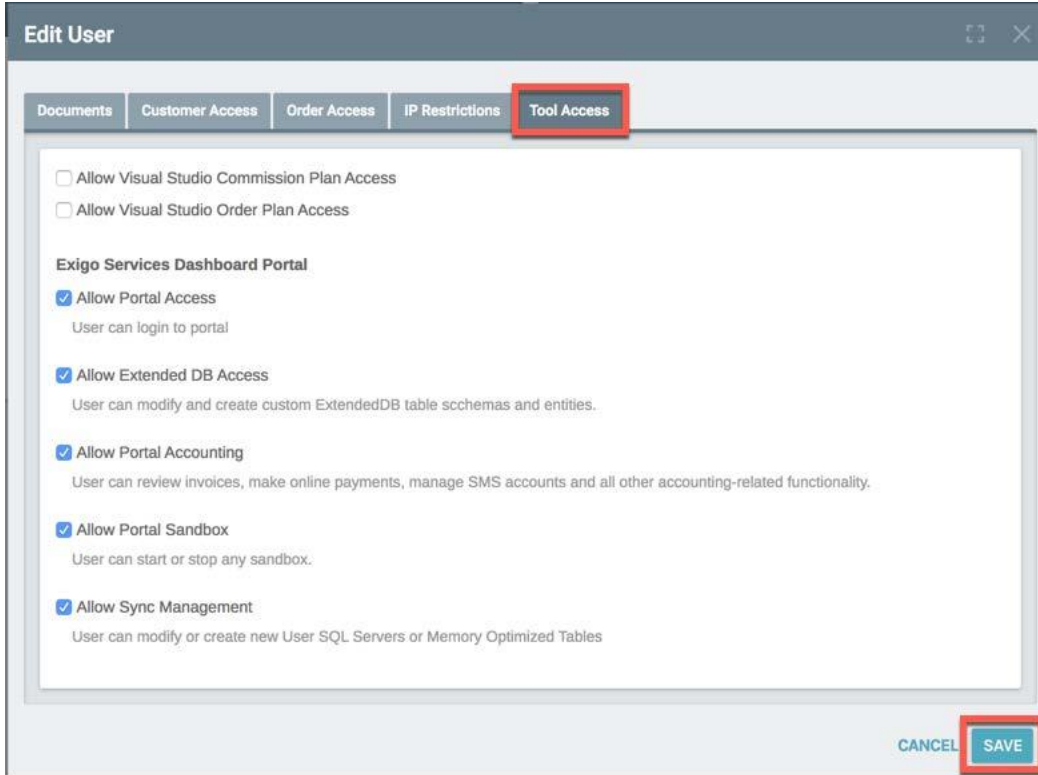
Not every user created in your company's instance of Exigo Admin will require access to the portal, but for those who do, you can create their access by following the instructions below.

## GRANTING PORTAL ACCESS

1. Log in to Exigo.com.
2. Go to Administration > Users
3. Double Click on the User needing Portal Access.



- Clicking "MODIFY USER SECURITY" opens the following window.



**Edit User**

Documents Customer Access Order Access IP Restrictions **Tool Access**

Allow Visual Studio Commission Plan Access

Allow Visual Studio Order Plan Access

**Exigo Services Dashboard Portal**

Allow Portal Access  
User can login to portal

Allow Extended DB Access  
User can modify and create custom ExtendedDB table schemas and entities.

Allow Portal Accounting  
User can review invoices, make online payments, manage SMS accounts and all other accounting-related functionality.

Allow Portal Sandbox  
User can start or stop any sandbox.

Allow Sync Management  
User can modify or create new User SQL Servers or Memory Optimized Tables

CANCEL **SAVE**

- Click on the Tool Access Tab.
- Review the following options:
  - Allow Portal Access = Grants the User access to the Ticketing System on Portal.exigo.com.
  - Allow Extended DB Access = Grants the User access to modify and create Extended Databases.
  - Allow Portal Accounting = Grants the User access to view and pay invoices.
  - Allow Portal Sandbox = Grants the User access to Start and Stop Sandboxes.
  - Allow Sync Management = Grants the user access to create or modify Sync Servers.
- Click "SAVE".