

Manage Users

This section describes how to manage your Nearmap users and their rights to view maps.

Visit the following pages for info on how to:

- Invite users to your Nearmap account
- Grant, revoke, or change a Nearmap license for a user
- Enable or disable a user's login permissions
- Add or remove administrator privileges
- View users invitation status

In addition to these guides, you can view our [Service Portal tutorial video on How to Add and Manage Users](#).

Managing Your Nearmap Licenses and User Logins

This section describes how to manage your Nearmap users and their rights to view maps.

To provide you with as much flexibility as possible, Nearmap **licenses** and **login privileges** are separate.

- An **enabled** user can log in to Nearmap. They will only be able to view maps if they are also licensed.
- A **licensed** user has the right to view maps, but they will only be able to log in if they are also enabled.

Tips for managing your Nearmap licenses

- When you are setting up new users, if you have a limited seat license, make sure you revoke licenses from any users whose login rights you have disabled. Otherwise, the disabled users will consume a license that another user needs.
- You can set up an administrator to manage your account. To do this, simply grant administrator rights to an enabled, unlicensed user. The administrator will have access to account management features and does not need to have a map view license.

Viewing Your Nearmap Users

1. As a Nearmap administrator, log in to Nearmap at <http://admin.nearmap.com/welcome>.
2. Click the **Users** tab.