1. Log into Priority Software FBS using your USC NetID.
2. Select the Accounting icon
3. Select Manage Users under the Actions tab.
4. Select and fill-in all necessary information and save. USE ONLY @usc.edu email addresses. Email accounts with @med.usc.edu, @ini.usc.edu will not work with the system.
5. All users will appear under **Users – Persons working on behalf of this lab.** You can modify user access, to your lab, by checking and unchecking box for the following options.

- **Primary:** PI or Primary person who is responsible of this lab
- **Manage Users:** Allows user to add/edit/delete users of this lab.
- **Accountant:** Allows user to view/change financial activity in this lab.
- **Requestor:** Allows user to request for services at other facilities in FBS.
- **Allow Schedule:** Allows user to schedule reservations using the FBS calendar.
- **View Docs:** Allows users to view invoices/quotes.
- **Email Docs:** User will receive a copy of all invoices/quotes sent to this lab.
- **Email Appts:** User will receive a copy of all reservation appointments made.
- **A/P Drop-Box:** Tells FBS that this is an email only account and only receives information.
- **Active:** User is an active lab member.

6. **Additional step needed for Requestors.** Click the **Accounting** icon then **Manage Account** from the **Requestor Account Access** section to associate Requestor to specific account(s). **Accounts shown are provided to FBS automatically from Kauli Financials.** **Requestors will only be allowed to charge to the selected Accounts.**