

# Quick Reference Guide: Link Account Provider to User

**Link an Account Provider to a User** to make the following happen when the logged in user is an Account Provider:

- Allow an EPCS-authorized Provider to send an EPCS Rx.
- Default the Provider Name filter in the Schedule.
- Default the Provider Name in the Unsigned Reports queue.
- Default the Provider Name in the New Rx field.

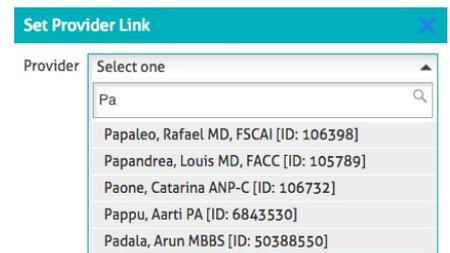
**BEFORE LINKING** an Account Provider to a User, you must first add the Account Provider to the Account Provider Library.

## Link Account Provider to User

1. Click Admin module. The User section is selected by default.
2. Search for and select the user who is also the account provider.
3. Click the Set Provider Link... button. The Set Provider Link popup opens.



4. Search for and select the provider you want to link to this user.



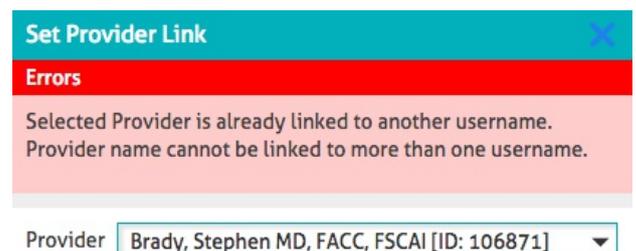
5. Click Save. 

The Set Provider Link popup closes. The link is displayed at the top of the Permissions page to the right of the Set Provider Link... button.



**NOTE:**

An Account Provider can be linked to only one username. If you attempt to link an Account Provider to a second username, you will see this message.



At this time (June 9, 2016 release), you will need to contact support@lillegroup.com to unlink a provider linked to a user in error.