



## MTD Compliance Portal

### Enhanced user roles

The User management feature offers the ability to control access to the portal based on pre-defined roles that can be selected and folder/entity permissions that can be assigned.

When adding new users to the MTD Compliance Portal you can choose a role that will determine what they can do and see within the portal. You can also edit existing users and change their role, should their access levels need to be increased/decreased.

The following table outlines the features/actions that each role is able to see and use.

Features/Actions	Roles					
	Superuser	System Admin	Read only	Edit	Edit & Submit	Submit only
User management	✓	✓				
Add user and assign user role	✓	✓				
Edit user / change user role	✓	✓				
Delete user	✓	✓				
Entity management	✓	✓	✓	✓	✓	✓
Folder options						
Add folder / subfolder	✓	✓	✗	✗	✗	✗
Delete folder / subfolder	✓	✓	✗	✗	✗	✗
Assign folder/entity access to users **	✓	✓	✗	✗	✗	✗
Move Entity/Folder	✓	✓	✗	✓	✓	✓
Entity options						
Add entity	✓	✗	✗	✓	✓	✗
Edit entity	✓	✗	✗	✓	✓	✗
Delete entity	✓	✗	✗	✓	✓	✗
Authorise	✓	✗	✗	✓	✓	✗
Download AlphaBridge template	✓	✗	✗	✓	✓	✗
Submit VAT Return	✓	✗	✗	✗	✓	✓

\*\* Folder access is further determined by the role that the user has been assigned.

You can also set permissions on entities and folders, allowing you to restrict a user from accessing a specific folder or specific entities.

Only those who have been assigned the role of System Admin or Superuser, have the ability to create new users and assign them roles and access permissions for folders/entities.

