

LEVERANTÖRSPORTAL

Provider Users

View in the help center:
<https://bitwarden.com/help/provider-users/>

Provider Users

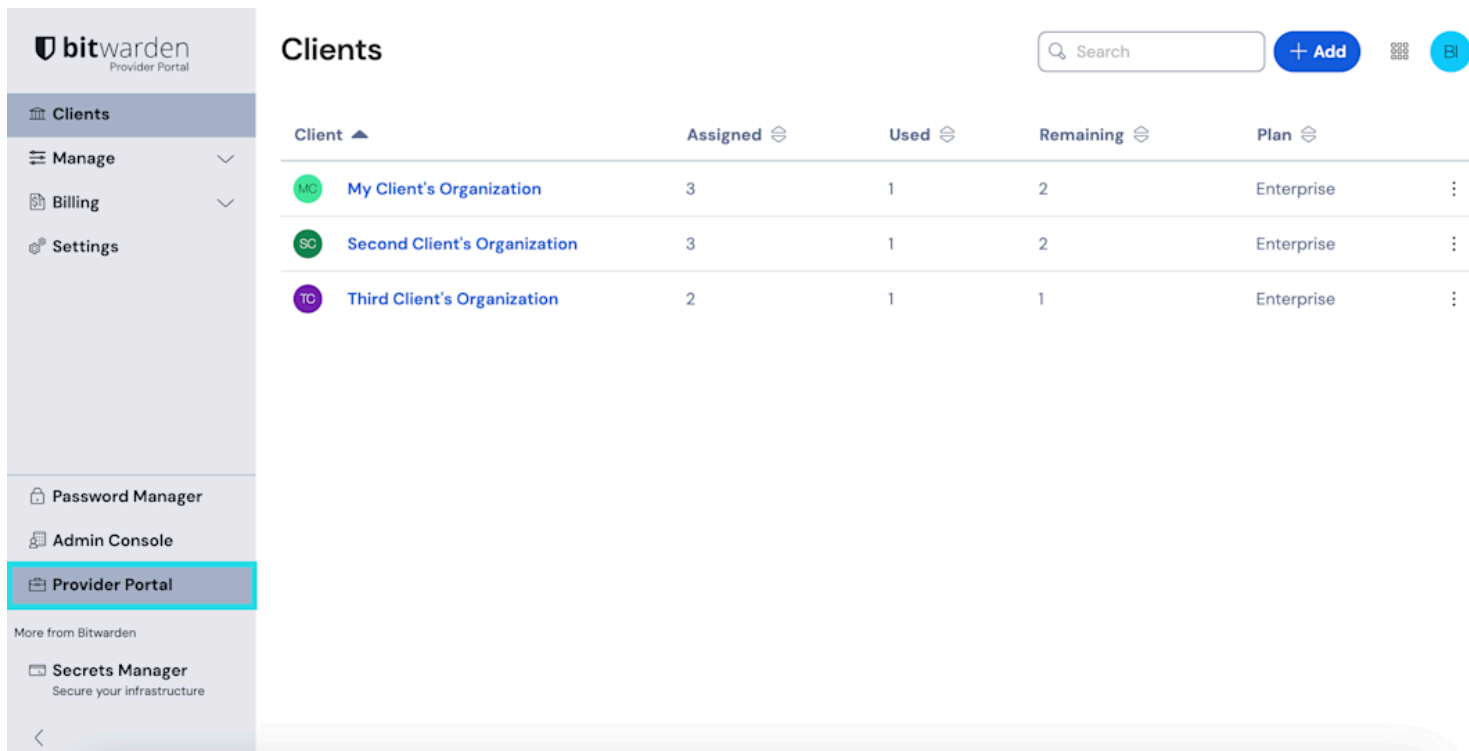
Onboard provider users

To ensure the secure administration of your client organizations, Bitwarden applies a three-step process for onboarding a new Provider member, [Invite](#) → [Accept](#) → [Confirm](#).

Invite

To invite users to your Provider:

1. Log in to Bitwarden and open the Provider Portal using the product switcher:



Product switcher – Provider Portal


2. Open the **Manage** → **Members** view and select the + **Invite member** button:

Add a provider user

- Enter the **Email** address where new users should receive their invites. You can add up to 20 members at a time by comma-separating email addresses.
- Select the **User type** to be applied to this batch of users. **User type** will determine what access these users will have to the provider. **Both user types** will be able to fully administer any **client organization**.

Note

Invitations expire after five days, at which point the user will need to be re-invited. Re-invite users in bulk by selecting each user and using the **⋮** option menu to **Resend invitations**:







- Clients
- Manage
- Members**
- Event logs
- Billing
- Settings

Members

All 4
Inited 1
Needs confirmation 1

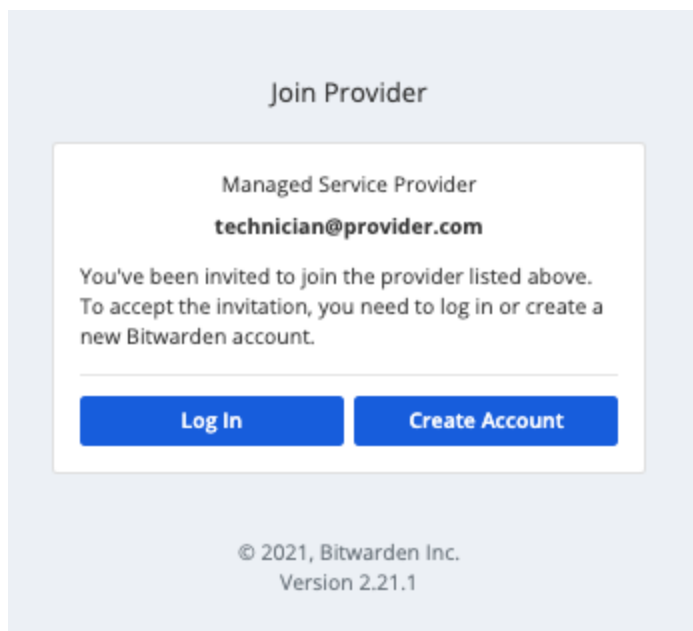
☒ **Confirm members**
 You have users that have accepted their invitation, but still need to be confirmed. Users will not have access to the Provider until they are confirmed.

<input type="checkbox"/> All	Name	Role	
<input type="checkbox"/>	 Brett Warden	Provider	<div> <input type="checkbox"/> <div> <input checked="" type="checkbox"/> Resend invitations <input checked="" type="checkbox"/> Confirm selected <input checked="" type="checkbox"/> Remove </div> </div>
<input type="checkbox"/>	 Betty Warden	Service user	
<input type="checkbox"/>	 Billy Warden Needs confirmation	Service user	
<input checked="" type="checkbox"/>	 Invited	Service user	

Resend provider invitation

Accept

Invited users will receive an email from Bitwarden inviting them to join the Provider. Clicking the link in the email will open a Bitwarden invitations window. **Log In** with an existing Bitwarden account or **Create Account** to accept the invitation:



Email Invitation

Confirm

To confirm accepted invitations to your Provider:

1. In the Provider Portal, navigate to the **Manage** → **Members** view.
2. Select any **Accepted** users and use the options menu to **Confirm selected**:

	Name	Role	
<input type="checkbox"/>	Brett Warden	Provider	
<input type="checkbox"/>	Betty Warden	Service user	
<input checked="" type="checkbox"/>	Billy Warden Needs confirmation	Service user	
<input type="checkbox"/>	Invited	Service user	

Confirm invited provider user

- On the panel that appears, verify that the [fingerprint phrases](#) for new users match those they can find in their **Settings → My account** screen. Each fingerprint phrase is unique to its account, and ensures a final layer of oversight in securely adding users. If they match, select **Confirm**.

Deprovision users

To remove users from your Provider:

- In the Provider Portal, navigate to the **Manage → Members** view.
- Select the members you want to remove from the provider and use the options menu to **Remove**:

Members

Search members [+ Invite member](#)

All 4 Invited 1 Needs confirmation 1

Confirm members
You have users that have accepted their invitation, but still need to be confirmed. Users will not have access to the Provider until they are confirmed.

<input type="checkbox"/>	Name	Role	
<input type="checkbox"/>	Brett Warden	Provider	
<input checked="" type="checkbox"/>	Betty Warden	Service user	<ul style="list-style-type: none"> Resend invitations Confirm selected Remove
<input type="checkbox"/>	Billy Warden Needs confirmation	Service user	
<input type="checkbox"/>	Invited	Service user	

Remove provider users

Provider user types



Managing a client organization's users? Organizations have a set of [member roles](#) and [access controls](#) that are distinct from Provider user types.

Bitwarden Provider users can be granted one of two user types to manage their access to the Provider. **Both user types will be able to fully administer any client organization.** Bitwarden strongly recommends that you provision a second user with a Provider admin role for failover purposes.

You can set user types when you [invite](#) provider users, or at any time from the **Manage → Members** screen in your Provider Portal. User types include:

Role	Description
Service user	<p>Service users can access and manage all client organizations, including:</p> <ul style="list-style-type: none"> - Create or delete collections - Assign users and user groups to collections - Assign users to user groups - Create or delete user groups - Invite and confirm new users - Manage enterprise policies - View event logs - Export organization vault data - Manage password reset - Add or remove seats from a client organization, as long as they're within the total seats available to the provider
Provider admin	<p>Provider admins manage all aspects of the provider and all client organizations. Provider admins can do all of the above, plus:</p> <ul style="list-style-type: none"> - Create new client organizations - Invite and confirm new service users and provider admins - View provider event logs - Edit provider settings - Manage billing, subscription, and total seats available to the provider