

How to invite other employees to the site: Click Admin Access

- Home
- Home
- Travel
- Expense
- Shipping
- Admin Access**
- Account

EHIDirect

Everything your Business Needs

- Travel
- Expense
- Shipping
- Reservations
- Admin Access

EHIDirect Admin Access Help Sign Out

Admin Access

Dashboard Company Users Services Analytics Billing

What would you like to do? [Expand](#)

User Adoption

Display: Unique Logins / Day | Visits / Week

User Login Trends

Time Period	Logins / day
Last Year	0
Year To Date	0
Last Month	0
Last Week	0
This Week	0
Yesterday	0

You are being benchmarked as a small company. [What is peer benchmarking?](#)

User Adoption Funnel

Users

Added	2
Accepted	1

[Manage users | Invite](#)

Services

- Travel
In use: Default policies
- Dining
In use: Default policies
- Purchase
In use: Default policies
- Expenses
- Shipping
[Activate shipping](#)

Company Information

Internet | Protected Mode: Off

Complete the required fields and decide whether the employee should have administrative permissions on the site. Even if you will not be using the Expense Tool, you must assign an approver. If you have more than one account number, decide which account to assign to the employee.

Manage users
Delegate Settings
Departments

Add a User * Required

First name *
Joe

Last name *
Smith

Email *
joesmith@company.com

Employee ID

Do not include a Social Security number here, even if it is part of an Employee ID.

Department *
Operations

Admin Settings

Admin permissions ⓘ

Expense Settings

Assigned approver *
Select

Approver permissions ⓘ

EHI Rental Car Settings

Contract IDs *Select at least one to activate booking capabilities.*

- GAI
- XZ1

Cancel Save Save & Add Another