



Add and manage users

FSC Trace Walkthrough

May 2025

Version 1

This content will also be available in video format soon



About FSC Trace:
fsc.org/fsctrace



FSC Trace portal:
fsctrace.fsc.org



Training materials:
connect.fsc.org/getting-started-fsctrace



Questions:
connect@fsc.org



Support:
connect@fsc.org

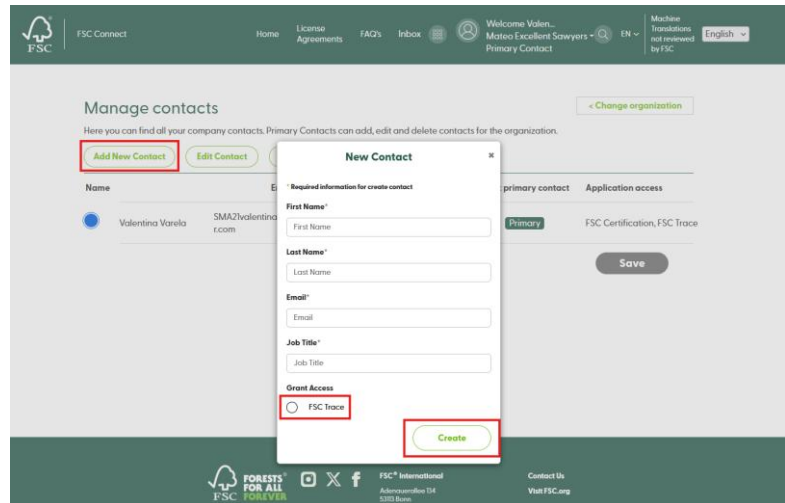
Steps		FSC Trace Visual
1	<p>To invite users to FSC Trace, you need to sign in to your FSC Connect account.</p> <p>Go to FSC Connect and click on Sign in > enter your email and password > click on Sign In</p>	
2	<p>Access Contact Management</p> <p>Once you have logged in to FSC Connect, locate and expand the app pallet. Then click on the Contact Management icon.</p> <p><i>*If this is your first time using the Contact Management tool, you will need to review and accept the Terms & Conditions</i></p>	
3	<p>Manage the contacts for your organization</p> <p>On the Manage contacts* page you can manage (edit, add or delete) the contacts from your organization</p> <p><i>*Please note that only the Primary Contact for your organisation can manage contacts.</i></p>	

3.1 Add new contacts

To add a new contact, click on **Add New Contact** > **Enter the requested contact details** > **check the FSC Trace box*** > **Create**

**Only when the FSC Trace box is selected the new contact will have access to FSC Trace*

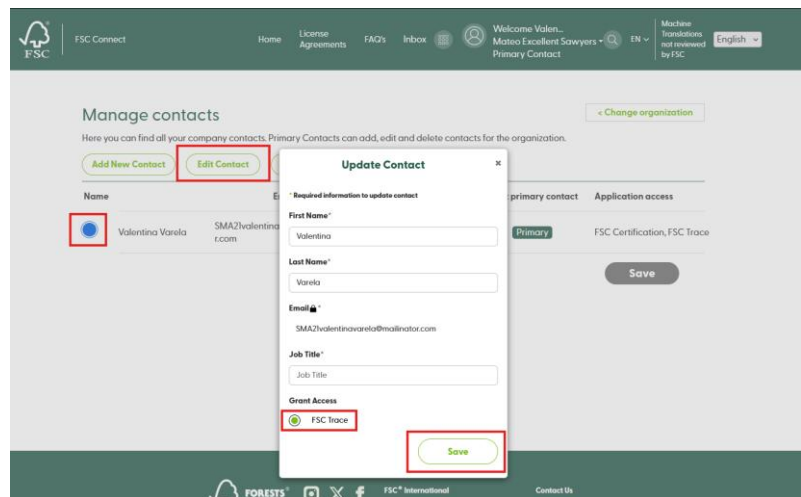
Once the contact is created, the new user will receive an invitation to activate their FSC Connect account and access FSC Trace



3.2 Edit contacts

To edit an existing contact, **select the contact** > **click on Edit Contact** > **Update the details*** > **Save**

**Selecting or deselecting the FSC Trace box will grant or remove access to FSC Trace for the user*



3.3 Delete contacts

To delete an existing contact, **select the contact** > **click on Delete Contact** > **click OK to confirm**

**Please note that the Primary contact cannot be deleted*

