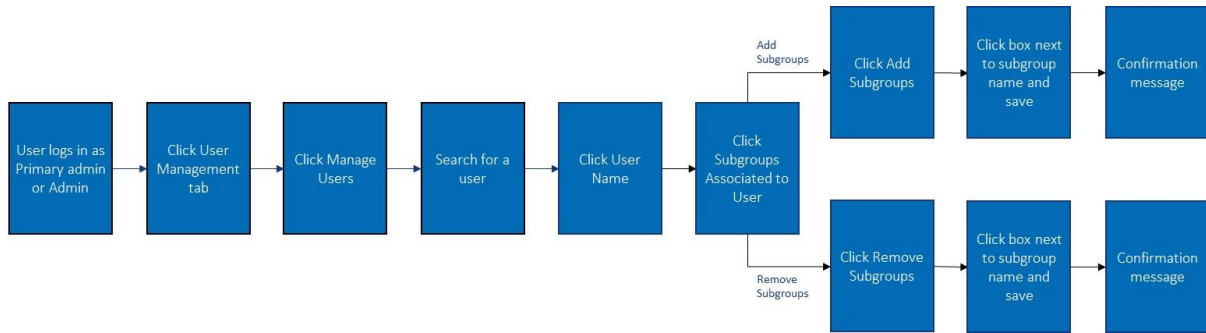


# User Management – Add or Remove Subgroups

Quick Reference Guide (QRG)




This Quick Reference Guide (QRG) will provide an overview of the process for Adding or Removing Subgroups from user profiles.



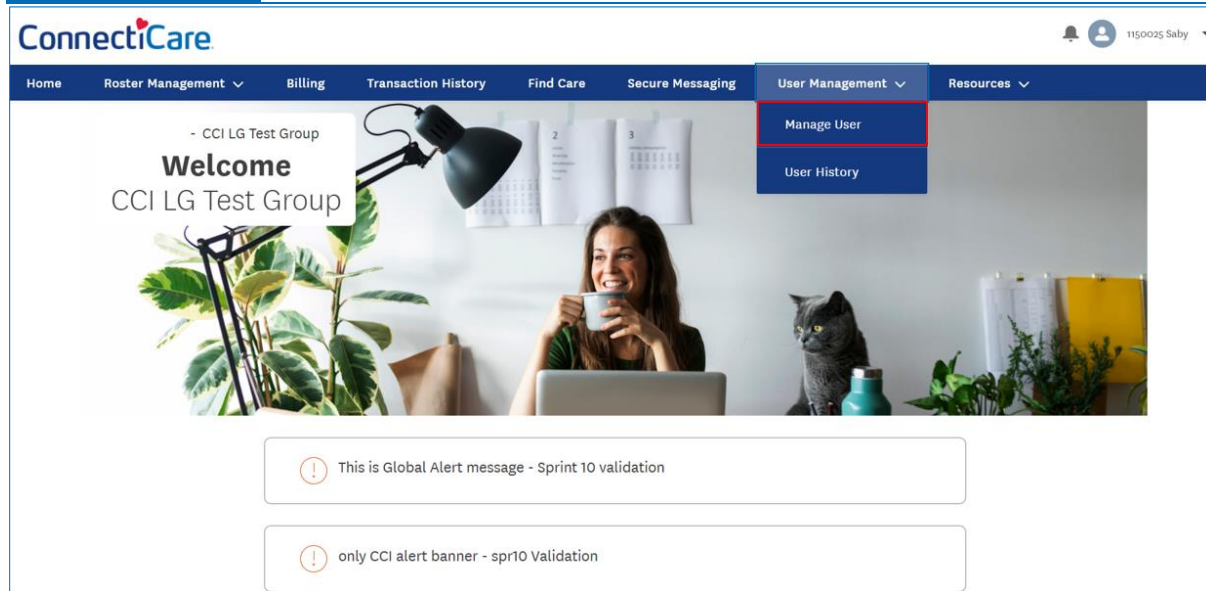
Let us look at the steps in detail for Adding or Removing Subgroups.

**Purpose: Add or Remove Subgroups.**



**Step 1:**

1. From the **ConnectiCare Home** page, click the **User Management** tab.  
**Note:** The User Management tab is only visible on the home page for Primary Admin and Admin users.
2. From the drop-down menu, select **Manage User**.





### Step 2:

The User Management screen displays.  
1. Select a **User Name** from the list of users.

Home > User Management

- CCI LG TEST GROUP

## User Management

[Add New Portal User](#)

Q Search ⓘ Reset Search User Role --None--

Name	User Name	Email	Mobile	Created Date	Last Modified Date	Status	User Role
Smith, John	<span style="border: 1px solid red; padding: 2px;">johnsmith@cci.com</span>	johnsmith@cci.com	1234567891	01/04/2022	01/21/2022	Inactive	Admin
Brown, Charlie	charliebrown@cci.com	charliebrown@cci.com	1234567891	01/13/2022	01/13/2022	Active	Employer All Access

TOTAL RECORDS: 2



### Step 3:

The User Detail Information screen displays.  
1. Click **Subgroups Associated to User**.

Home > User Detail Information

- CCI LG TEST GROUP

## User Detail Information

[Reset Password](#)
[Deactivate User](#)
[Retrigger Welcome Email](#)

▼ User Information [Edit](#)

First Name John	Last Name Smith	User Name <a href="#">johnsmith@cci.com</a>
Mobile 1234567891	Phone	Extension
Email ID <a href="#">johnsmith@connecticare.com</a>	User Role Employer Billing Access	

Groups Associated to User ▼

Subgroups Associated to User ▼



**Step 4:**

The Subgroups Associated to User card expands.  
 1. Click Add Sub Groups or **Remove Sub Groups**.

Groups Associated to User

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Subgroups Associated to User

Add Sub Groups Remove Sub Groups

Search

Sub Group Id	Sub Group Name	Sub Group Status
1001	CCI LG TEST SUBGROUP	Active

TOTAL RECORDS: 1



**Step 5:**

The Remove Sub Group page displays.  
 1. Click the **checkbox** next to the sub-group ID.  
 2. Click **Save**.

## Remove Sub Group

Search

Sub-Group ID	Sub-Group Name	Status
<input checked="" type="checkbox"/> 1001	CCI LG TEST SUBGROUP	Active

< 1 >

Save

[Cancel](#)



**Step 6:**

The User Detail Information page displays.

**Note:** Following successful removal of the subgroup, the subgroup will no longer appear on the Subgroups Associated to User card.

Groups Associated to User

Subgroups Associated to User

Add Sub Groups Remove Sub Groups

Search

Sub Group Id	Sub Group Name	Sub Group Status
-	-	-

TOTAL RECORDS: 1

Thank  
You