



EMPLOYEE COMPETENCE MANAGEMENT

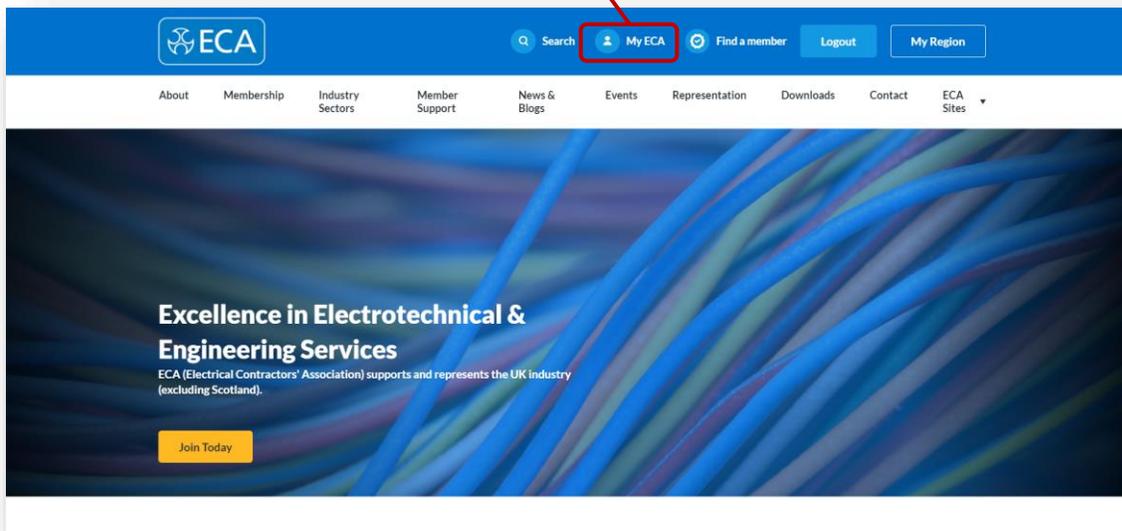
 AN ECA PRODUCT

# Adding eCOMS Users

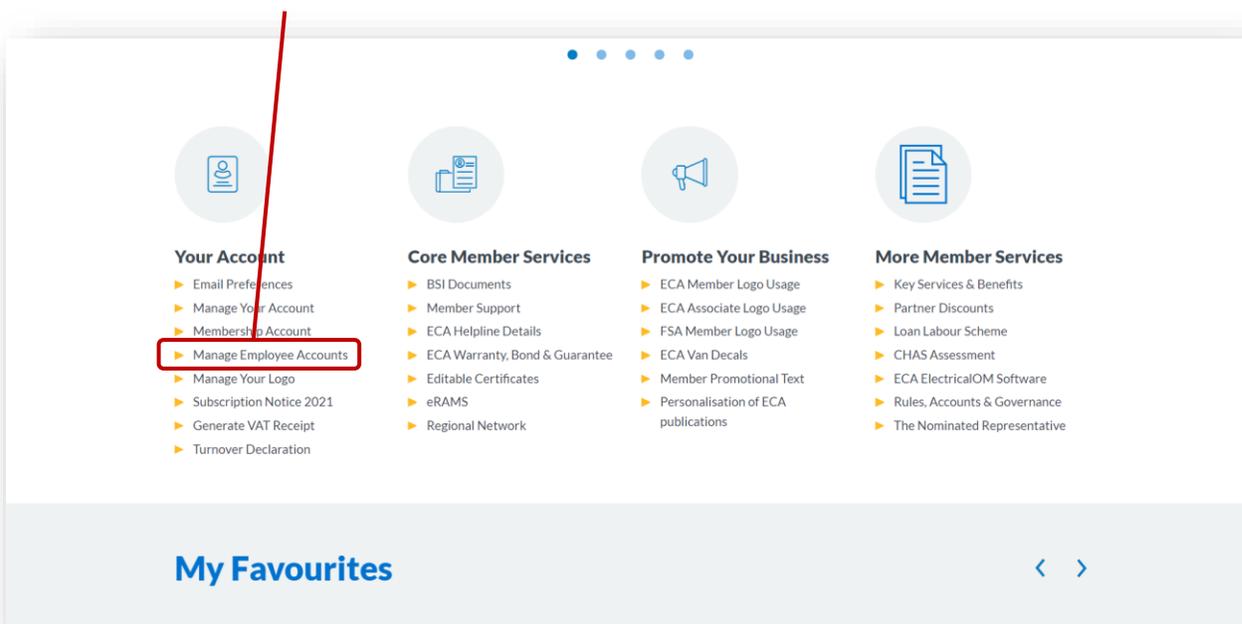
The following guidance outlines how to provide eCOMS access to other users within your organisation. To complete this process you must be either the Nominated Representative or Additional Representative for your organization.

**Note:** Operatives added in eCOMS do not require an ECA web account. This is only required for those who will be administering & using the eCOMS tool.

**1. Login to your MyECA account & select MyECA**



**2. Select Manage Employee Accounts in the Your Account Section.**



3. All eCOMS users are required to have an **ECA Web Account**. If the employee does not currently have a web account, they will first need to be added. This can be done by selecting **Add New Employee**

Manage Employee Accounts

Here, you can manage your current users, or add new ones. You can also determine your approval settings, so that requests for ECA accounts either require approval from the Nominated Representative, or, are automatically approved based on their email domain(s). You can change your settings any time and override any automatically approved accounts. We recommend you avoid generic domains.

**Auto Approval Settings**

Nominated Representative to Approve  
 Auto Approve (based on domain)

[Add New Employee](#)

4. If the employee already has a web account, select **Active Web Accounts** to view the list of all current users with a web account.

Select the pen icon  on the line of employee you wish to provide eCOMS access to.

Pending Web Accounts (1)

Active Web Accounts (8)

Employee	Email	Approval Type	Approved By	Approved On	Actions
		Manual		12/03/2021	 
		Manual		12/03/2021	 

5. In the **Person Roles** section select tick box for **eCOMS** and then select **Save**

**Person Roles**

<input type="checkbox"/> Award Member	<input type="checkbox"/> Director	<input type="checkbox"/> eRAMS
<input type="checkbox"/> Council Member	<input type="checkbox"/> Principal Duty Holder	<input type="checkbox"/> Board Member
<input type="checkbox"/> Standing Committee Member	<input type="checkbox"/> REC Member	<input type="checkbox"/> BSI Representative
<input type="checkbox"/> Nominated Representative	<input type="checkbox"/> Legal contact	<input type="checkbox"/> Honorary Member
<input type="checkbox"/> Qualified Supervisor	<input type="checkbox"/> HR contact	
<input type="checkbox"/> Additional Representative	<input type="checkbox"/> PR contact	
<input type="checkbox"/> Account Contact	<input type="checkbox"/> Additional Technical contact	
<input checked="" type="checkbox"/> ECA Web Portal Access	<input type="checkbox"/> Technical contact	
<input type="checkbox"/> Alternative Representative	<input checked="" type="checkbox"/> eCOMS	

**Content Access Restrictions (based on user roles)**

representative  
representative  
nd (RA Finance Contact)  
POL - MECA User

This user will now be able to access eCOMS via <https://ecom.s.eca.co.uk>

The employee's login details for eCOMS will be the same login details as the ones for their ECA web account.

**eCOMS**

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[www.eca.co.uk/ecoms](http://www.eca.co.uk/ecoms)