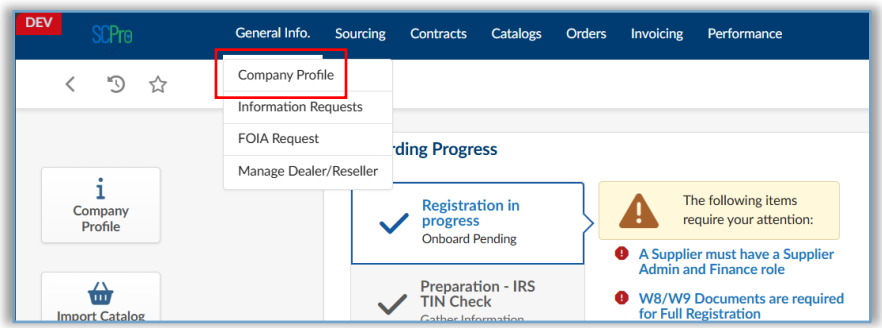
# Managing Sites

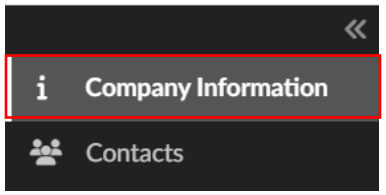
**Your screen in SCPro may differ slightly** from this training, but the steps to complete the activity will be the same.

This icon indicates there are further **policy or business process details** relating to a step.

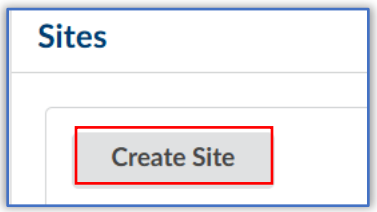
1. Navigate to the SCPro Supplier Portal at: **scpro.sc.gov**.
2. Login with the email and password you created when completing your initial registration.
3. Navigate to the **General Info** module in the Main Menu Navigation Bar and select **Company Profile** from the drop-down menu.




4. Navigate to the **Company Information** tab.




5. Navigate to the Sites section then click **Create Site.**



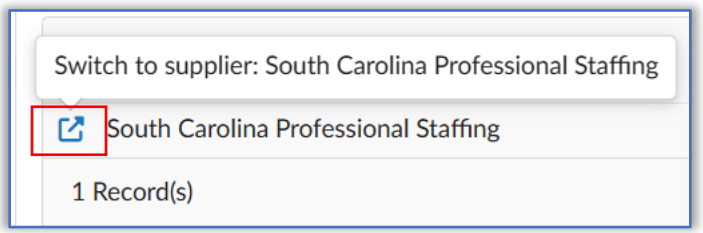

6. On the **Managing Sites** page, complete the mandatory fields, then click **Save & Close**.



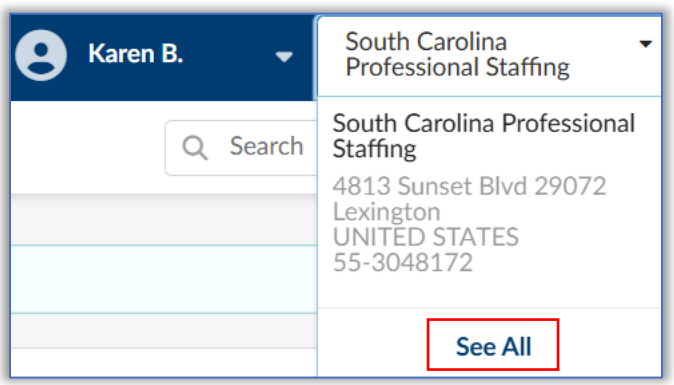
# Managing Multiple Accounts

**1.** If your SCPro account is associated with multiple accounts and/or sites, you can switch between accounts in two ways:

1) From the Sites section of Company Information tab of your company profile, click the "**Switch to supplier**:" hyperlink for the site you wish to view.




2) From the site/account from the drop-down menu at the top right of any SCPro page, click **See All** to view the site options.




In the **Linked Supplier Accounts** pop-up, click the checkbox next to the desired Supplier, then click **Close**.




**2.** The selected account is now displayed.

Congratulations! You have successfully managed the supplier site and multiple accounts for your organization in SCPro.