

# Grant Administrator Role

## About

Accountability Policy contacts by default are limited to only read-only access (**Reviewer**).

Learn more about the Accountability system:

- [Essential Concepts: Accountability](#).
- [Reference: Accountability](#)

## Grant Administrator Role

When a Company is assigned to a Reviewer Accountability Policy, the Company Owner contacts have the ability to grant the Administrator Role to an Accountability Contact, enabling them to make changes to their account settings. To do this:

1. In the DrawBridge Console, click **Accounts** on the right sidebar, then click **Companies**
2. In your Company record, click the **Contacts**
3. Click the **Add Company Staff Relationship** button
4. In the popup window, select the existing Person (associated with the Accountability Policy), and assign a Relationship, for example, by selecting **General Contact**. Then click **Next**
5. In the Reports part of the popup window, toggle the communication preferences for this contact. Then click **Next**
6. In the Save part of the popup window, click **Validate & Save**

That's it! This Accountability Contact will now have administrative access on your DrawBridge account.

---

Revision #10

Created 8 February 2023 19:20:06 by Marvin M.

Updated 13 February 2024 13:55:29 by Dave B