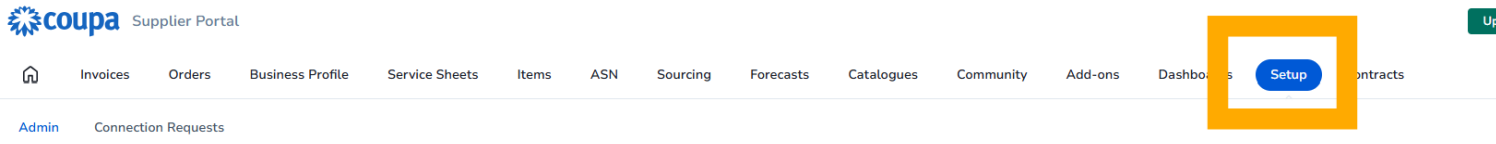


## Merge Users Guide

### About this Guide

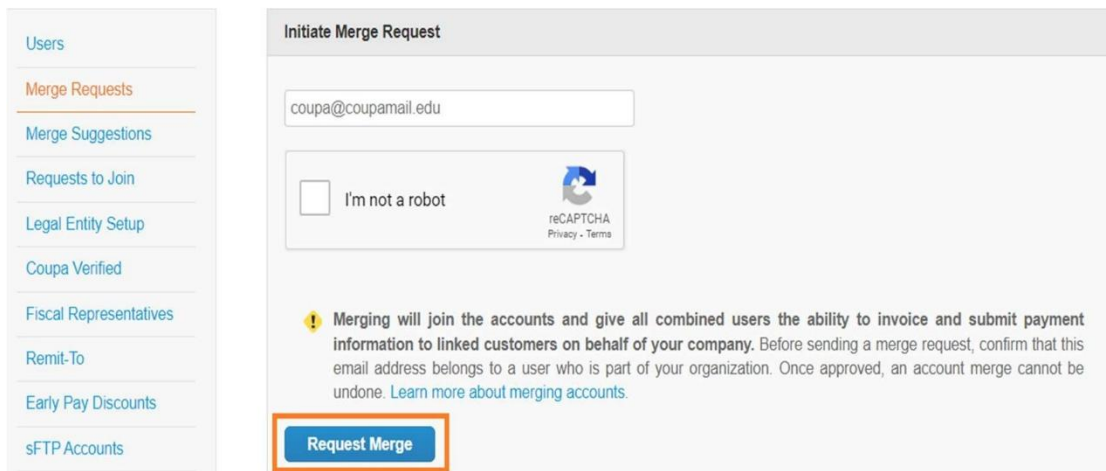
This guide is intended to show suppliers how to merge multiple employee accounts under one company account.

1. Log in to the Coupa Supplier Portal (CSP). On the main menu, click on the Setup tab.



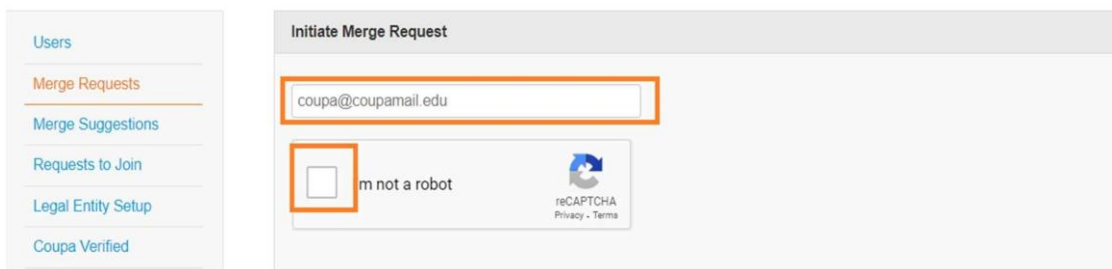
2. Select the Users option from the menu bar, click **Merge Request**.

### Admin Merge Requests



3. Enter the email of the user that already has a separate Coupa account that is not linked to the main company Coupa account. Complete the reCAPTCHA.

### Admin Merge Requests



4. Click Request Merge