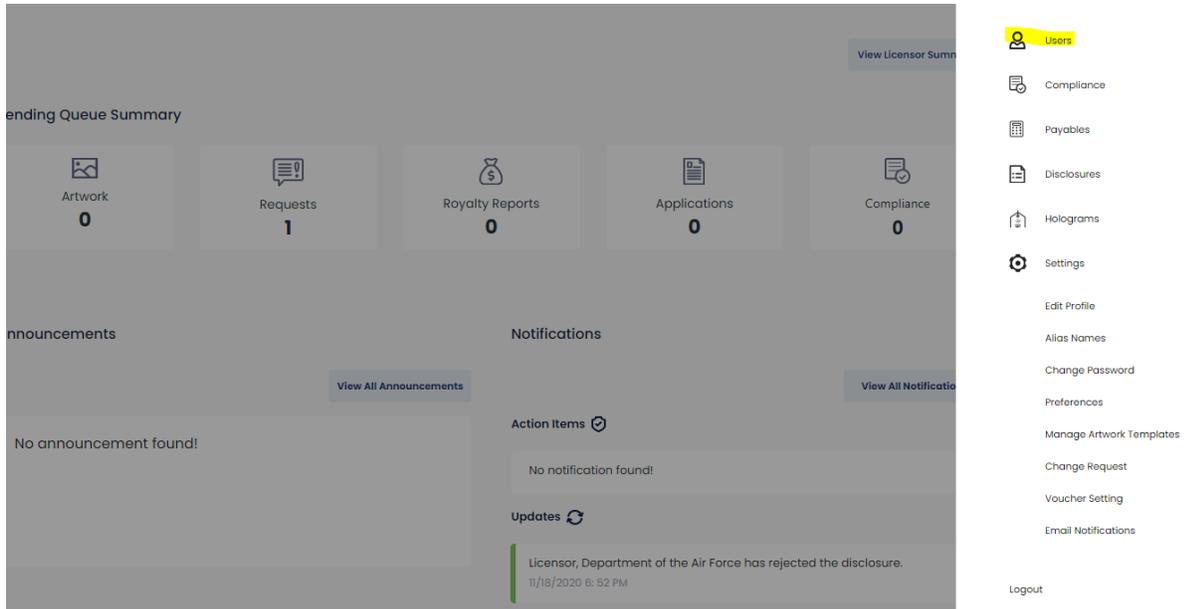


## Adding/Removing Users to your Dept. of the Air Force Profile

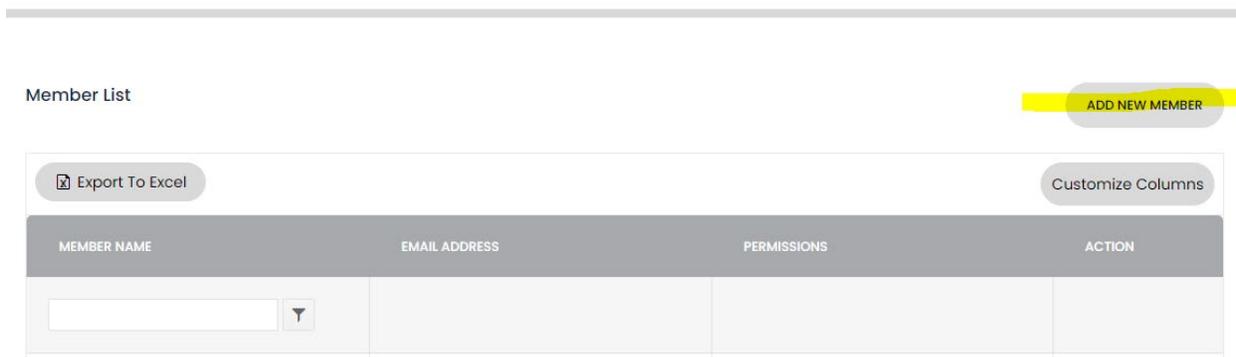
[Adding](#) and [removing](#) users of your Department of the Air Force profile in DLH is a simple process.

### ADDING

1) Select “Users” from the hamburger menu on the top right of the static banner.



2) Click on the “Add New Member” button.



3) Complete the “Member Detail” form. (Note: If “Department of the Air Force” is not showing up in the “Licensor Name” box, please contact the DLH support team at [support@directlicensinghub.com](mailto:support@directlicensinghub.com).)

Member Details

Member Name\*                      Email Address\*                      Contact Number\*

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Permissions

License Management

Artwork

Royalty Reports

Accounting

Disclosure

Field Visibility and Permissions  
Assign these permissions to selected users

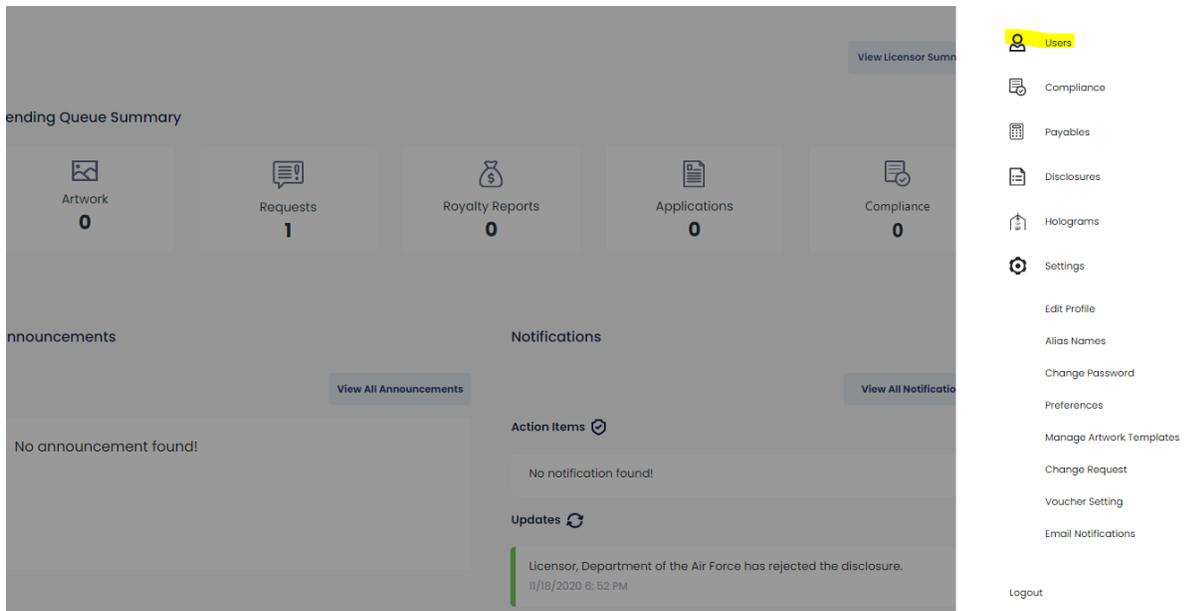
Licensor Name
Department of the Air Force

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SAVE MEMBER

## REMOVING

1) Select “Users” from the hamburger menu on the top right of the static banner.



2) Scroll to the member's name → click the "action" button to toggle between activate and deactivate.

Member List ADD NEW MEMBER

Export To Excel Customize Columns

MEMBER NAME	EMAIL ADDRESS	PERMISSIONS	ACTION
<input type="text"/>			
Air & Space Forces I...		Admin, Artwork, Royalty Reports, License Management, Application, Accounting, Resources, Full Permission, Disclosure	