

# Edit Member Roles

From the **Member List** in the Shared Vault, click the **More** button beside the Member in question.

A Context Menu displays.

Click the **Member Role** link.

Vaults

Send

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PD

MY

MyShared

Shared vault

Vault

Members

Reports

Settings

Members

All 2

Invited

Needs confirmation

Revoked

Search members

+ Invite member

<input type="checkbox"/> All	Name	Collections	Role	Policies	
<input type="checkbox"/>	<div><div>BD</div><div>Bdemo</div></div>		User		<div><div></div><div></div></div>
<input type="checkbox"/>	<div><div>DE</div><div></div></div>	All	Owner		<div><div></div><div></div></div>

Member role

Collections

Revoke access

Remove

The **Edit Member** screen displays with the **Role Tab** open.

**Change** the member role using the **Member Role** radio buttons.



Role

Collections

Member role

- ☒ **User**  
Access and add items to assigned collections
- ☐ **Manager**  
Create, delete, and manage access in assigned collections
- ☐ **Admin**  
Manage shared vault access, all collections, members, reporting, and security settings
- ☐ **Owner**  
Manage all aspects of your shared vault, including billing and subscriptions

Save

Cancel

Revoke access

Click **Save** to save changes.

Alternatively, click **Cancel** to cancel the operation.