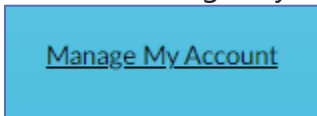
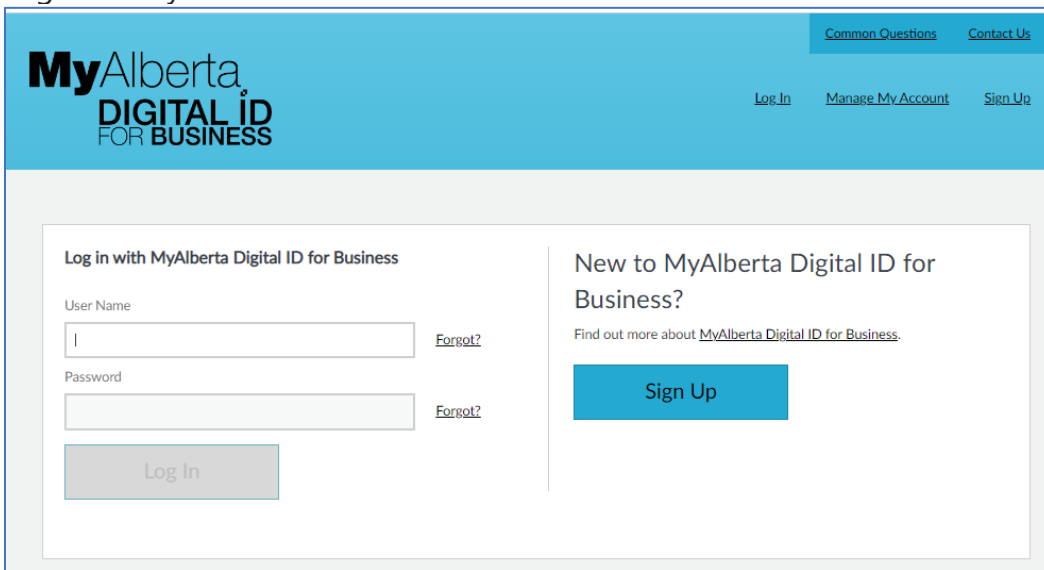


The following instructions provide guidance on how to invite new MADI-B users for an existing *My Alberta Digital ID For Business* account to use the RPATH Portal.

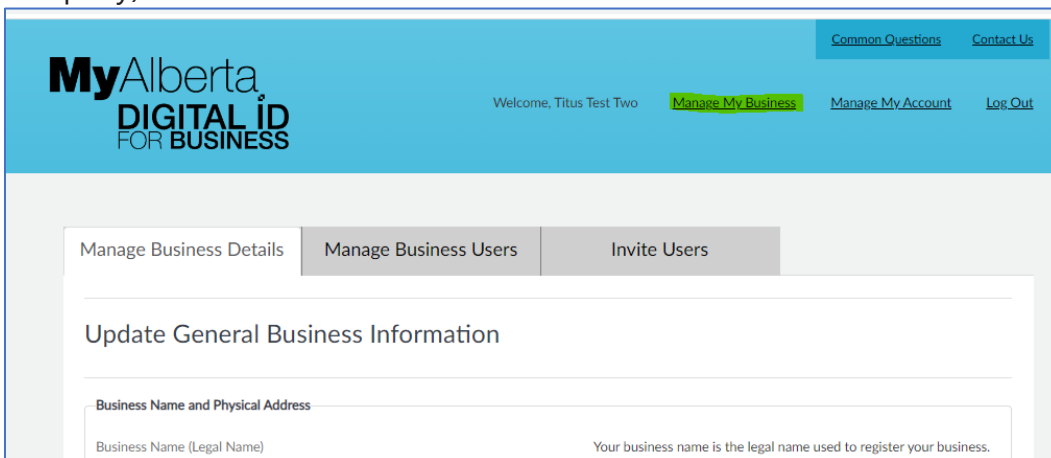
1. Url: <https://business.account.alberta.ca>
2. Click on Manage My Account



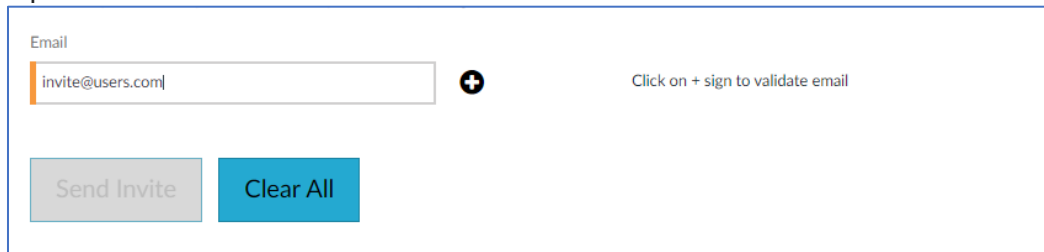
3. Log in with your user information



4. Click on Manage My business (only available for the admin contact for your company)



5. Open tab: Invite Users and follow directions



The screenshot shows a web interface for inviting users. At the top, there is a label 'Email' above an input field containing the text 'invite@users.com'. To the right of the input field is a plus sign icon (+) and the text 'Click on + sign to validate email'. Below the input field are two buttons: a grey 'Send Invite' button and a blue 'Clear All' button.

Click + to have email added to the Invited Users  
Click Send Invite

6. Users with the provided email address will receive an email saying "You have been invited to MyAlberta Digital ID for Business." With a link to My Alberta Digital ID for Business
7. Invited users can follow the link and provide the required information to setup their MADI-B account linked to the existing business account.
8. Once an invited user has obtained access to their organization's MADI-B account, the user can submit the application through RPATH.

**Contact information** for the "My Alberta Digital ID for Business" support team to assistance to determine the MADI-B administrator for the company account:

- Online: <https://business.account.alberta.ca/#/contact-us>
- Phone: 1-844-643-2789
- Email: [MyAlbertaBusinessID@gov.ab.ca](mailto:MyAlbertaBusinessID@gov.ab.ca)