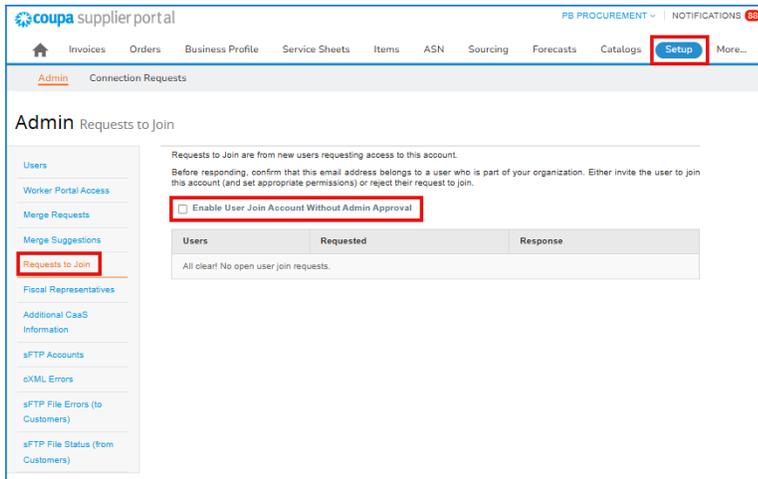


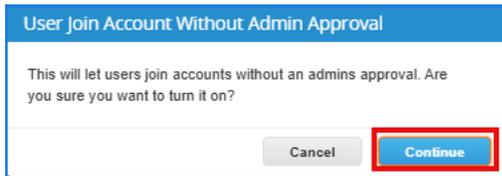
# CSP Admin Allow User to Join Account without Approval

When a user requests to join a supplier's CSP account, an email notification is sent to the account's Admin. By default, approval to join is required. The Admin has the option to turn on a feature to allow new users to join the CSP account without administrator approval and with limited access. This tip sheet outlines the steps.

1. Log in to your Coupa Supplier Portal <http://supplier.coupahost.com/>
2. From the main menu, select the **Setup** tab.
3. Click **Request to join** from the **Admin** navigation menu.



4. Click  to **Enable User Join Account with Admin Approval**.
5. Select **Continue**.



For additional support, please contact the [Procurement Buyer Support Team](#).