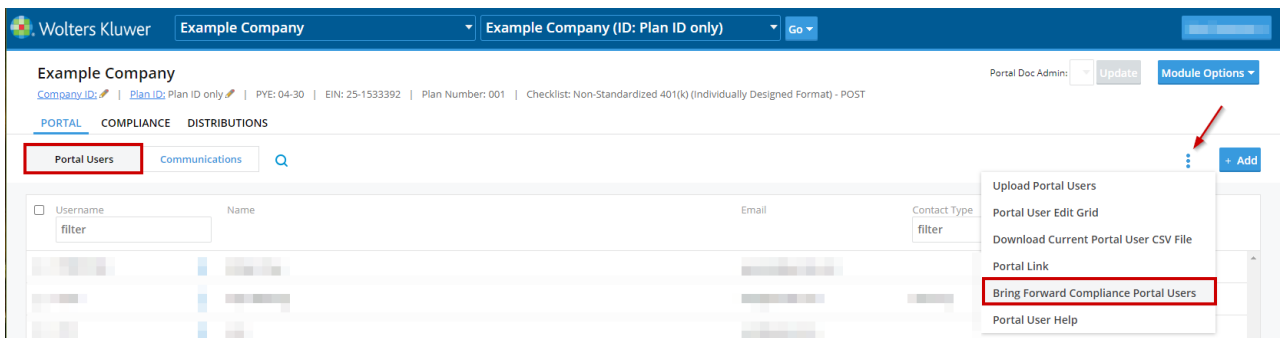


# How to Roll Forward Compliance Users

07/25/2024 4:40 pm CDT

## Rolling Forward Users for an Individual Plan

1. Select the **Portal Module** of the desired plan.
2. Click the **Menu icon** (three vertical dots) on the right-hand side of the screen.
3. Choose '**Bring Forward Compliance Portal Users**' from the menu.



## Rolling Forward Users for All Plans

1. Navigate to the **Global Dashboard** (WK logo > ftwPortalPro > Global Dashboard).
2. Click the **Menu icon** (three vertical dots) on the right-hand side of the screen.
3. Select '**Bring Forward Compliance Portal Users.**' This action will pull forward all users across all plans.

