1. Under the Setup tab, click on Pre-Verified User under the user’s section on the left side of the screen.

2. Search for or select a pre-verified user.

3. Check the box next to the appropriate name(s).

4. Click the Send Invite button.

* Pre-verified users can only be invited at the Institutional level of PDWS.

NEED HELP? Contact the Client Technical Support Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413