

You are the manager of your company in Chorus Pro. Your profile allows you to update your companies information on Chorus Pro.

## 1. Check your role

There are 3 user types on Chorus Pro :

- **Primary manager** > by default, the one who created the company
- **Secondary manager** > appointed by the primary manager
- **Simple user** > attached to the entity for which invoices have to be issued

In Chorus Pro, only users with a manager role have access to structure and users administration datas, described in this fact sheet.

In the field **My account**, in the **My structures connections** block, you will find a list of all the structures to which you are attached as well as the corresponding assigned role

Structure Identifier ↑↓	Corporate name ↑↓	Role ↑↓	Connection status	Actions
39012665400024 	78 RUE D'AUTEUIL	Primary manager	Validated	 

## 2. Manager's main activities

Management of your structure and its users is possible from the **Manager Activities** area

### A. Accessing the « Manager activities » area

LOGGED-IN HOMEPAGE **MANAGER ACTIVITIES** ISSUED INVOICES SENT REQUESTS MY ACCOUNT

The « **Manager activities** » area doesn't appear in your menu ? It is likely that you have neither a primary nor a secondary manager role in Chorus Pro.

### B. Set up your structure

You can modify or update some information about your company.

In **My structures** block, click on the pencil button (icon giving you access to the modification screen) :

Structure Identifier ↑↓	Corporate name ↑↓	Creation date ↑↓	Services	Status ↑↓	Actions
39012665400024	78 RUE D'AUTEUIL	22/05/2019		ACTIF	 

### C. Les informations utiles

- **General information** : The gray « **payment request** » block appears automatically in the « **Used applications** » block. Do not delete this field, otherwise you won't be able to issue invoices
- **Bank account details** : Allows joining your bank account details (including those of a factoring institution) on your invoices. Watch out : these will be the bank details communicated in order for your company to be paid.
- **Services** : Thanks to the function **Add services**, you can create « services », subsets within your legal entity identifier (SIRET) to limit the rights of users to a restricted perimeter. Users can be enabled by service.

- **Areas** : The access to areas depends on the user status. Click on **Add areas**, select **All services** in order to manage areas at a structure level or select the corresponding service to do so on a service level. Then click on **Show** or **Modify** depending on the rights you want to assign to your users. Caution : To be able to issue or submit invoices, it is necessary to be enabled in **Modify**.
- **Invoicing mandate** : The subscription to an invoicing mandate is mandatory to allow your users to use the « Input invoice » mode.

#### D. Transferring the primary manager's role

If you are the primary manager, you can transfer your role to another user. —

In the **My account** area, in the **My structures connections** block, click on the  symbol in order to transfer the primary manager's role.

A confirmation window pops up:

Confirmation window
✕

Do you really want to delete your connections to following structures?

Structure Identifier	Corporate name	Service code	Connection status	<input type="checkbox"/>
39012665400024	78 RUE D'AUTEUIL		Validated	<input type="checkbox"/>

If you are the primary manager of one of these structures,  
You must designate a new manager in the next step.  
You are going to be a simple user of the structure. After that, you can delete definitely your structure connection by clicking again the button "Delete connection to the structure".

← Cancel
✓ Validate

Select the relevant structure by checking the related box, then click on **Validate**.

You must then designate the **new primary manager** by filling in the user's login ID.

#### E. Modifying your legal entity identifier (SIRET)

In the event of a change of the legal entity identifier (SIRET), go to the **General Information** block, then click on the **Change identifier** button. Your old structure will be disabled but invoices issued or received invoices before deactivation can be viewed and processed.

##### STRUCTURE MODIFICATION

**GENERAL INFORMATIONS**
☰

Corporate name :

Identifier \* :

Structure label :

Email address :

RCS number :

European VAT number :

The structure is an Agricultural Management center

TIC reimbursement request general informations

Beneficiaries category :

Private structure  Public structure

Identifier type \* :

Status \* :

Is EDI data flow sender

Receive the life cycles in EDI

Active connection request

Used applications \* :

PACAGE number :

Change the Identifier

Update from INSEE database

You can find more information in the managing structures and users guide.

<https://communaute.chorus-pro.gouv.fr/documentation/administrer-les-structures-et-les-utilisateurs/?lang=en#1531383306914-38b00733-4d7d>