

# Customer Portal Users

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The User Manager page (Setup > Company > User Manager), has a tab called Customer Portal Users. With this, you can review customers to see if they have signed up for a customer portal account. This tab has these columns:

- Customer Name
- Customer #
- First Name
- Last Name
- Username
- Phone #
- Last Login

You can sort on each column, hide columns, filter the information shown in the columns, and group by the columns just like many other grids in Managely. You can also export the grid information to an Excel spreadsheet.

The screenshot shows the 'User Manager' interface with the 'Customer Portal Users' tab selected. At the top, there are navigation tabs: 'Users', 'Tokens', 'Custom User Roles', and 'Customer Portal Users'. Below the tabs is an 'Export to Excel' button. A message says 'Drag a column header and drop it here to group by that column'. The main area contains a table with the following columns: Customer Name, Customer #, First Name, Last Name, Username, Phone #, and Last Login. The table has four rows of data. At the bottom, there are navigation arrows, a page number '1', and a 'Refresh' button.

Customer Name	Customer #	First Name	Last Name	Username	Phone #	Last Login
Bee test	<a href="#">4394</a>	Test	Bee	TestBee	(552) 627-6277	
Albert's Antiques	<a href="#">4378</a>	test	user	test	(345) 555-5555	
Albert's Antiques	<a href="#">4378</a>	Aaron	Jones	kathy.ackerman@bold...		
25+ Sites	<a href="#">437</a>	DuckTales	test	DuckTales	(565) 756-8777	