

Enabling web access for customers with Prepress Portal

Note: Before enabling web access for any job, you must set up InSite Administration.

1. Either create a new job or change an existing job by doing one of the following:
 - To enable web access while creating a new job, follow the steps in [Creating jobs and pre-jobs](#). While you are in the Create New Job dialog box, select the **Job Attributes** check box.
 - To enable web access for existing jobs or pre-jobs, select one or more jobs or pre-jobs in Job Finder. Then, from the **Edit** menu, select **Edit Job Attributes**.
2. In the Edit Job Attributes dialog box, select the **Enable Web Access** check box.
3. In the Select Web Access Customer dialog box, select the customer in the list.
4. Click **OK**, and then **OK**.

The jobs or pre-jobs are now visible to the customer in Prepress Portal.