# How to specify access to individual accounts for a user or Department

Users who choose an account for each job (see *How to enable the account billing popup for a user or Department*) can bill any account they have access to. You can limit this, so users only see and bill the accounts they should.

## For one user, or several

1. Open Resource Manager.
2. In the tree, click **User Management** > **Users**, and double-click the user (or select several and edit them together).
3. Click the **Account access** tab.
4. Under **Billing access to accounts**, set **Billing access type** to **Specific accounts**, and tick the accounts the user may bill. (**All accounts within specific account groups** lets you tick whole account groups instead.)
5. Click **OK**.

## For a department

Set on a department, this applies to users added to the department later.

1. In the tree, click **User Management** > **Departments**, and double-click the department (or select several).
2. Click the **Member default settings** tab, then the **Account access** tab.
3. Set **Billing access type** to **Specific accounts**, and tick the accounts.
4. To apply it to the department's current members as well, click **Go** at the bottom of the tab.
5. Click **OK**.

PDServers and PDAgents pick up the change at their next settings refresh, within 10 minutes. To apply it straight away, click **PD Servers** in the tree, right-click a PDServer and click **Select All**, then right-click again, point to **Send command**, and click **Refresh all connected PDAgents**.

## Related articles

- *How to enable the account billing popup for a user or Department*
- *How to create third-party accounts*

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