Zoho Corporation

What is a Portal

A portal is a personalized gateway for your account. Portal allows you to manage all your business processes conveniently through a single platform, where you can set user roles and levels of access to collaborators.

With the **Portal -> Workspace -> Base** framing, the company can have a well-structured approach to processes.

The **creator of the portal** is named as the **Super Admin.** Super Admin has full access and control over the portal in terms of the users under the subscription plan, upgrading the portal plan, changing the name of the portal and deleting a portal.

Super Admin can add more people as **Admin** who have the same level of access over the portal except for the subscription management.

Super Admin and **Admin** can add more people as **Users** by choosing the workspaces and assigning the level of access for each workspace. The users with the capacity to grant access can add more collaborators to the workspace and base.