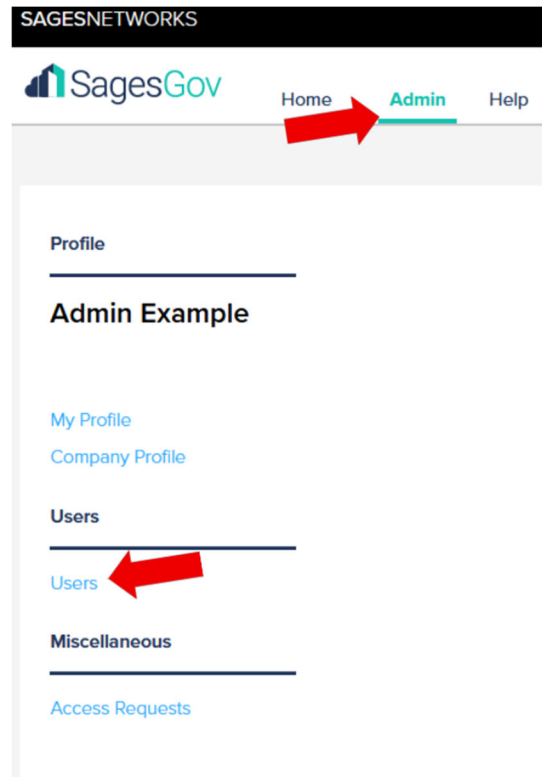


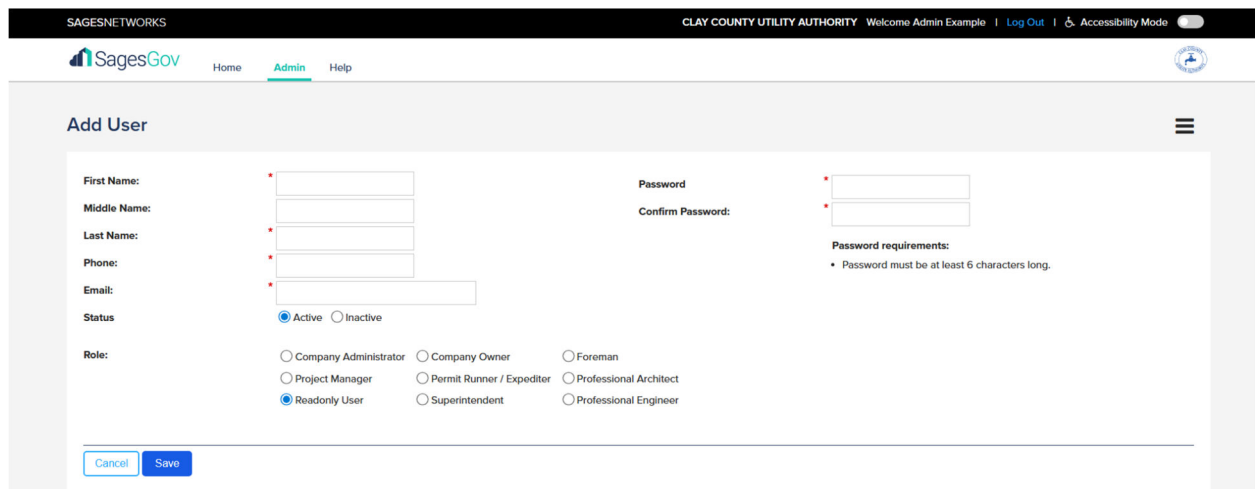
How to Add Users to a Company Account

Step 1: Log in to your Company's admin account.

Step 2: From the home page of your account, select Admin and then select Users



Step 3: Select Add and enter the new user's information, including their status and role as needed.

A screenshot of the 'Add User' form in the SagesGov Admin interface. The form is titled 'Add User' and has a hamburger menu icon in the top right. It contains several input fields: 'First Name', 'Middle Name', 'Last Name', 'Phone', and 'Email', each with a red asterisk indicating a required field. There are radio buttons for 'Status' (Active and Inactive) and 'Role' (Company Administrator, Company Owner, Foreman, Project Manager, Permit Runner / Expediter, Professional Architect, Readonly User, Superintendent, and Professional Engineer). The 'Readonly User' role is selected. There are also fields for 'Password' and 'Confirm Password', both with red asterisks. A 'Password requirements' section states: 'Password must be at least 6 characters long.' At the bottom, there are 'Cancel' and 'Save' buttons.

Once the user's information has been saved, they will get a verification e-mail and can then access the account.