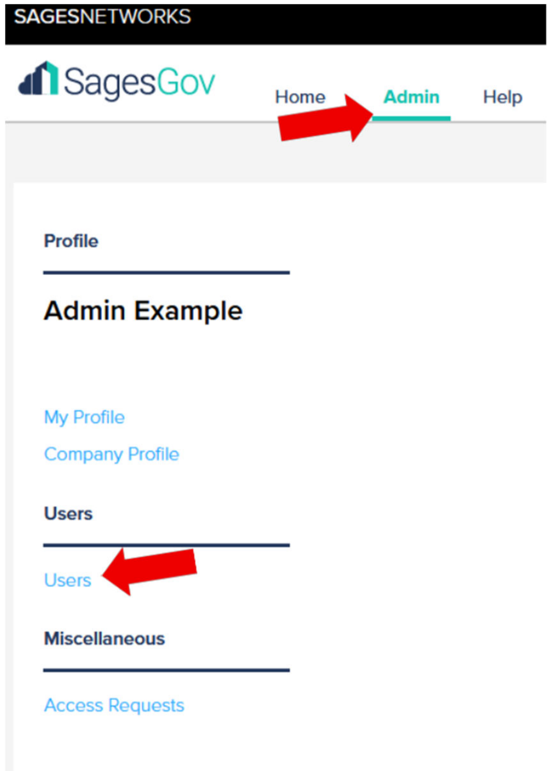
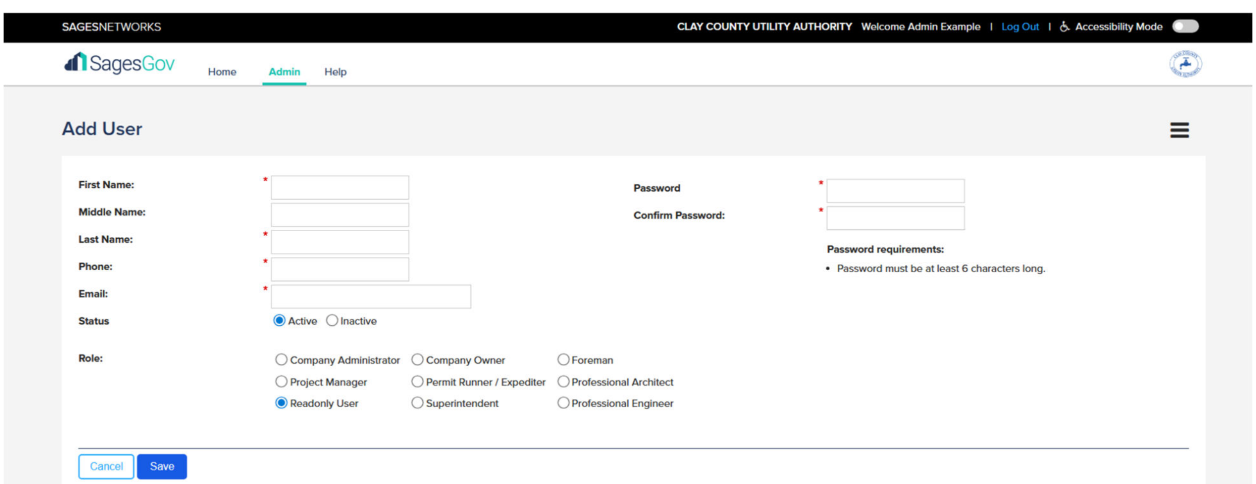
How to Add Users to a Company Account

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.



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