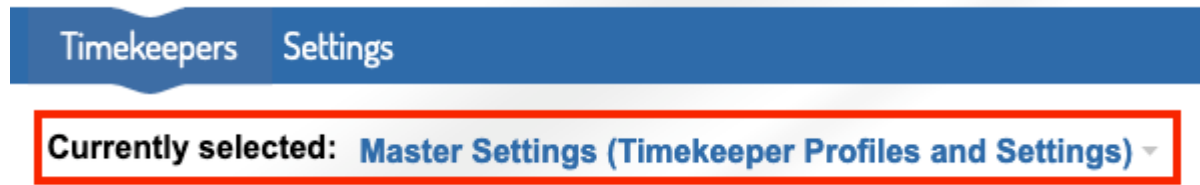
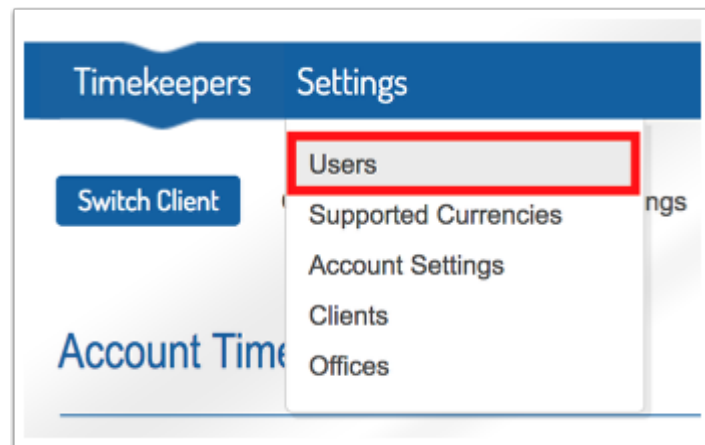


Adding a New User

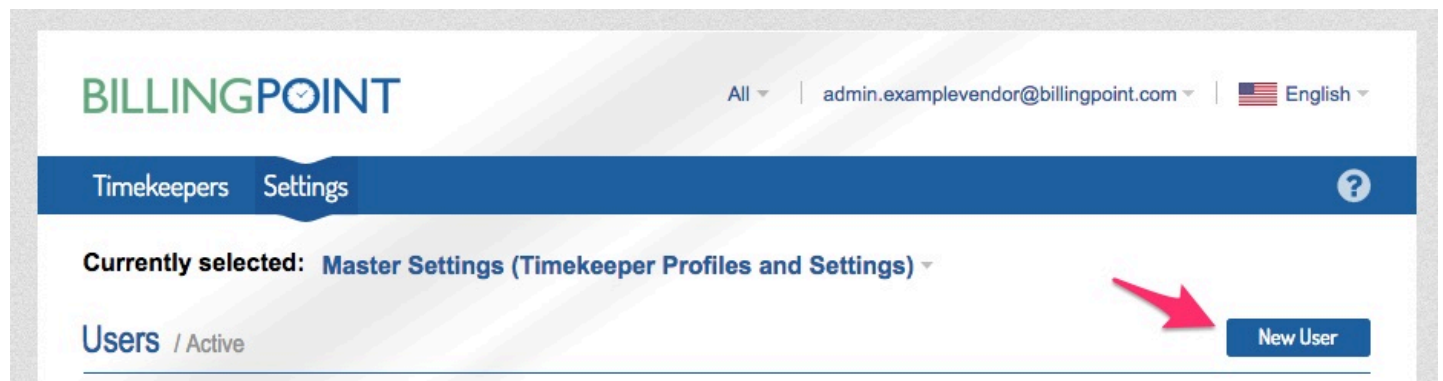
1. Select Master Settings under the client dropdown.



2. Under the settings tab, go to Users.



3. Click on New User.



4. Complete the New User form and click Save.

New User

Subdomain

examplevendor

Full Name *

Email *

Activation *

Send Registration Email

Is admin?

☐ Check this if the user is an admin.

Office *

Select an office...

Save