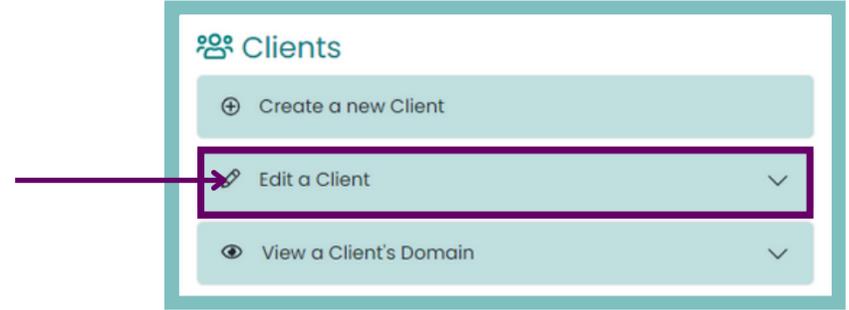
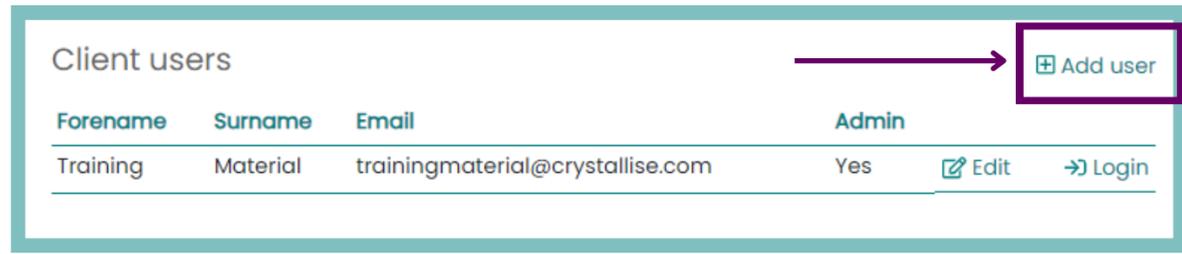


Adding new user

New users can be added to the client domain from the [Home page](#). In the [Clients](#) section, click on “[Edit Client](#)” and find the client you want to add a user to.



In the [Client Users](#) section, click on “[Add User](#)”. Fill in the form with the details of the user.



Add client user

A newly created user will be sent the client user welcome email when the user is created.

Client details

Forename *

Surname *

Email address *

Status

Inactive users cannot log in

Role

Only administrators can manage users within their client area

This user is a guest for:

This user can view

You can always return to the user details and inactivate their account using this option. You can also set their role as either [Administrator](#) or [User](#).

While this form adds them as a User for this client, you can also add them as a Guest for other client domains. Once all details have been added, you can click on “[Save](#)”. You will have a message to show successful addition of the user.

At the bottom a timestamp is displayed for when the welcome e-mail was sent to that user. You can now return to the previous page to add more users