User Administration

Manage Users

Roll over Administration, under **Company Administrators**, select **Manage Users**.

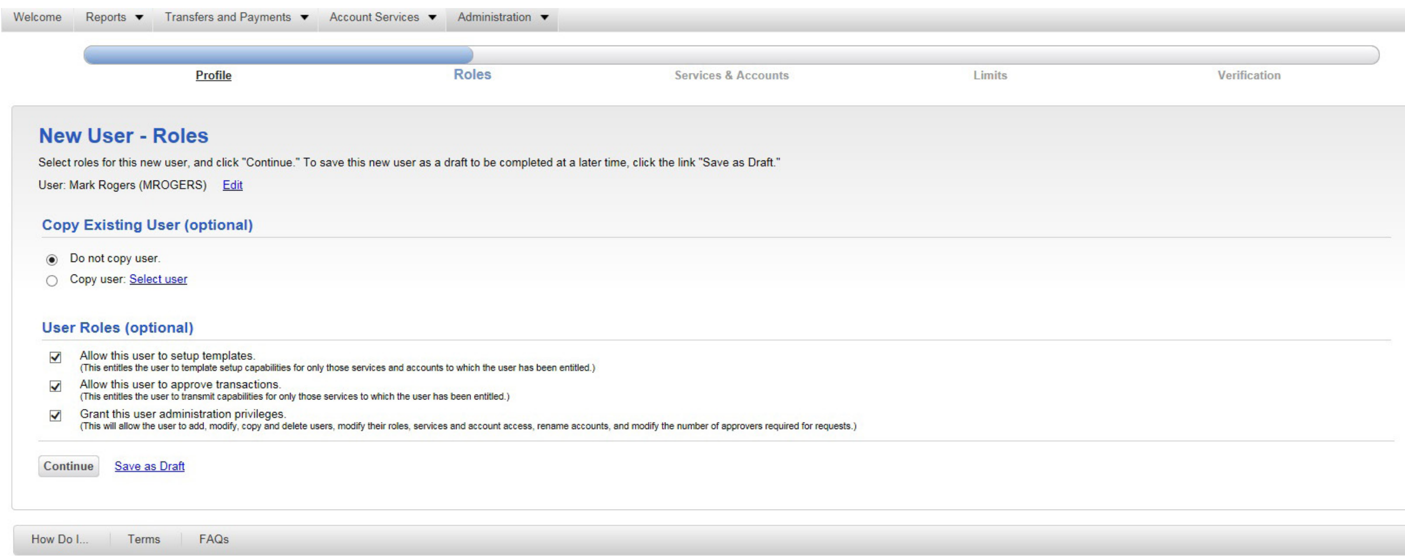
Edit Existing User

1. Click on the user ID of the user to edit.
2. Click the **Edit** link next to the area you wish to edit, or click **Delete User** to remove the user entirely.

Create New User

1. Click **Create New User**.
2. Complete user information.

   Note: If user will receive text message alerts and/or out-of-band authentication texts, the phone number entered must be Mobile, Mobile2, or Other.
3. Click **Continue**.
   (Recommended) Select **Copy User** to model new user after an existing one. Roles, services, and accounts may all be edited later, but copying an existing user saves time in the setup process.
4. Select the **User Role(s)**.
5. Click **Continue**.



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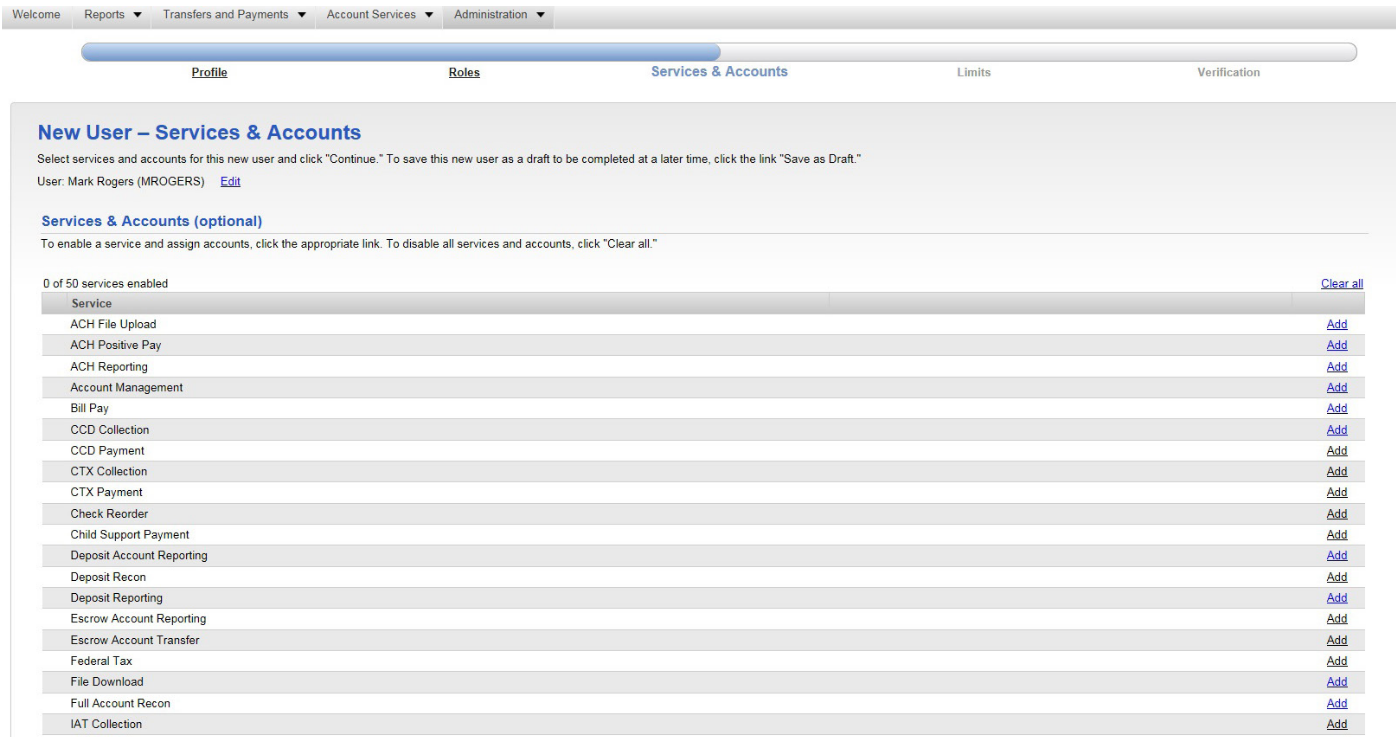
6. Add, Change, or Remove services for the user.

7. Click **Continue**.



8. Set limits (if necessary).

9. Click **Continue**.

10. Review user information and make changes, if necessary.

11. Click **Submit**.