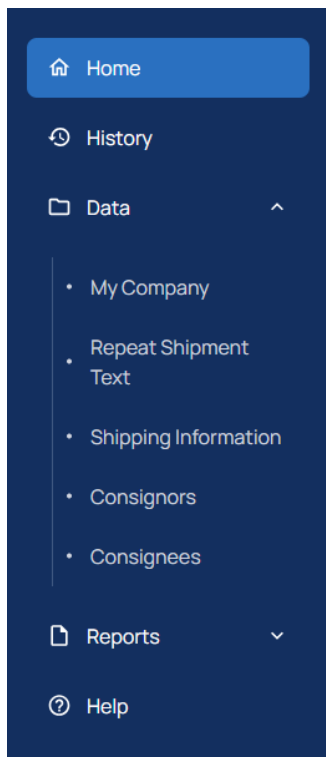


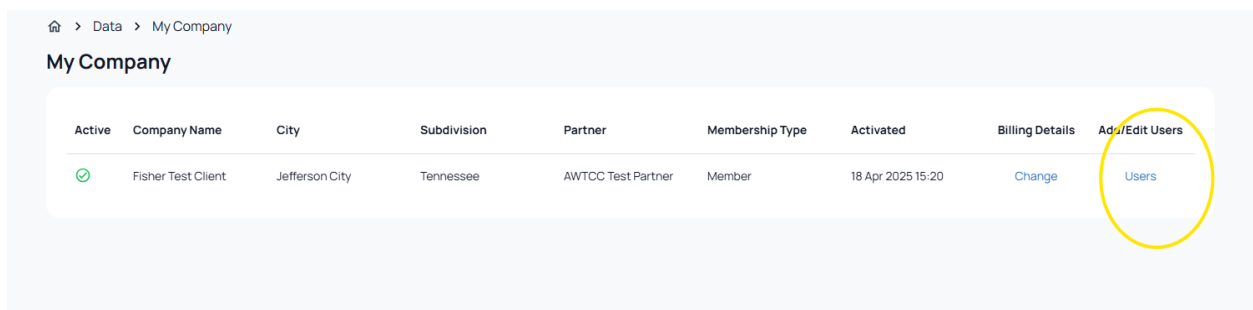


## Adding Users Guide

### Step 1. Select Data > My Company



### Step 2. Select Users Link



### Step 3. Select + Add Client User

Client's Users

Company: Fisher Test Client

Company Details: UNITED STATES OF AMERICA, Tennessee, Tennessee

Search

Active	First Name ↑	Last Name	Email	Phone	Company Name	User Type
<input checked="" type="checkbox"/>	Kel	Fish	kfisher@testclientuser@awt...	000-000-0000	Fisher Test Client	CLIENT_SUPERADMIN

+ Add Client User

### Step 4. Input Required Info > Save

Add User

Profile Settings

Client \*  
Fisher Test Client

First Name \*  
Enter first name

Last Name \*  
Enter last name

Job Title (optional)  
Enter job title

Email Address \*  
Enter email address

Phone Number \*  
+99(999)-999-99-99

Language \*  
English

Timezone \*  
America/New York

User Role \*  
[Dropdown]

Active  
☒ Yes  
☐ No

Cancel Save

Three levels of Client Users are:

**SuperAdmin** – Grants access to add users and manager payment methods for the company account. Usually assigned to a manager or designated team member responsible for overseeing the user list and saved payment information. Able to submit applications for certificates. Access to all History, draft and active documents.

**Client Admin** – Permitted to submit applications for certificates. Access to all History, draft and active documents.

**Client View Only** - Limited to View Only access for History and draft/active documents.

Additional Note: There can be multiple SuperAdmins on the account.