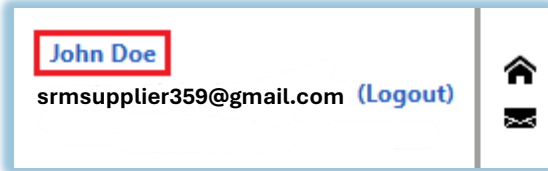
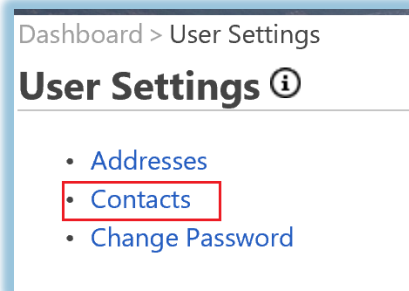


## Add a New User to Account

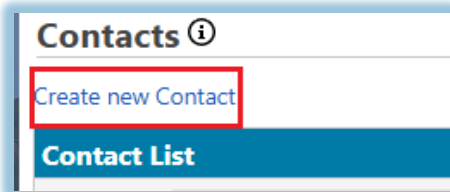
1. To add a new user to your account, click on your **name** at the top right-hand corner of the screen.



2. Click on the **Contacts** link.

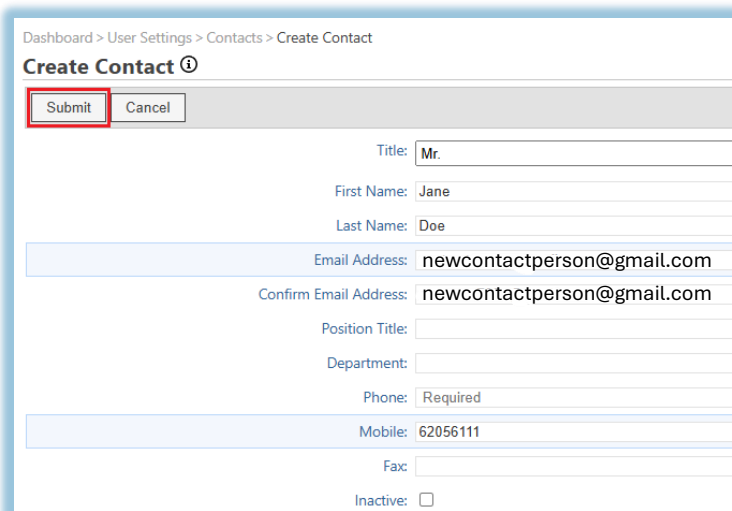


3. Click the **Create New Contact** link.



4. Enter the relevant information then click **Submit**.

- Your request will be issued for approval. Once approved, the new user will receive a confirmation email.



A screenshot of the 'Create Contact' form. The breadcrumb 'Dashboard > User Settings > Contacts > Create Contact' is at the top. The title 'Create Contact' is followed by an information icon. There are 'Submit' and 'Cancel' buttons. The form fields are: Title (Mr.), First Name (Jane), Last Name (Doe), Email Address (newcontactperson@gmail.com), Confirm Email Address (newcontactperson@gmail.com), Position Title, Department, Phone (Required), Mobile (62056111), Fax, and Inactive (checkbox).