



Creating a new user

You can create a new user by going to your dashboard and selecting **Accounts**.

From there, click the + button to create an account

Specify the following information:

- First Name
- Last Name
- Email address
- Password (Minimum. 8 characters, must contain both letters and numbers or special characters)
- Specify if you want to add them to any Team Shares

Click **Save** when you are finished

Help and Support

Help Desk