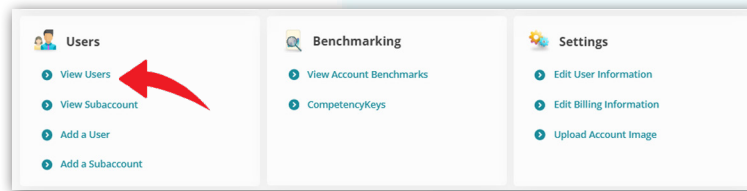
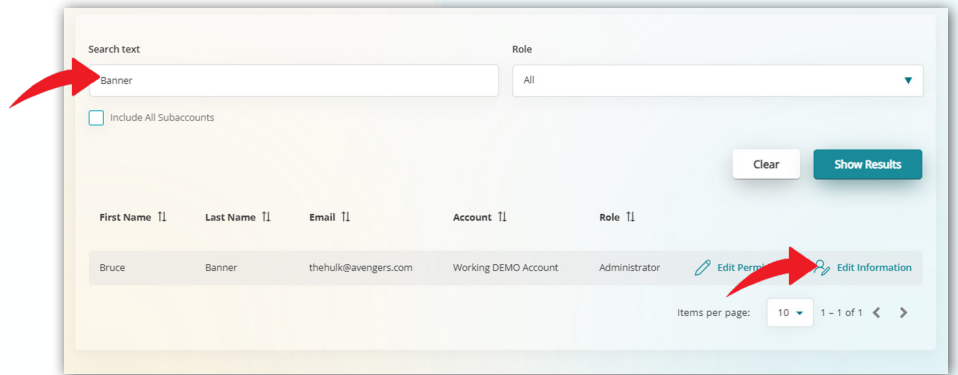


ADD ADMIN, MGR, OR USER TO SUBACCT

1. From your home page, look for the **Users Box** and click **View Users**.

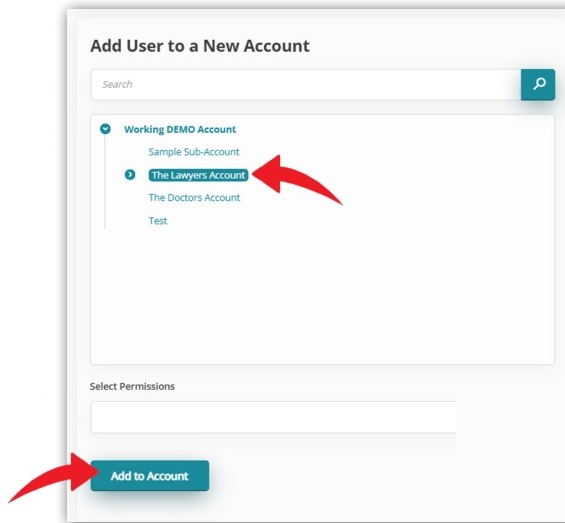


2. On the next page you can search for users in your account.



3. Select the User by clicking **Edit Information**.

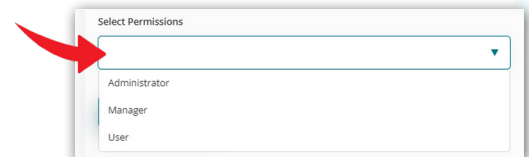
4. Scroll down until you see **Add User to a New Account**. You may need to click the 'circle arrow' to expand the list and click the sub-account you want.



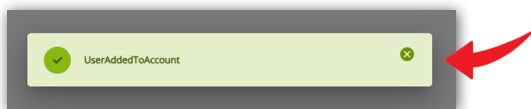
5. Select the User Permission Level: **Administrator** - Has full access to all account features.

Manager - Has full access to view reports, send invitations, apply benchmarks. They will not be able to purchase or change account settings.

User - Able to view their results once they have completed an assessment.



6. When you are ready, click the **Add to Account** button to save your entry.



You will see the following message appear at the top of your screen.