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## Create New Users (as an Administrator in a Whitelabel)

Mike Johnstone - 2024-08-21 - Whitelabels

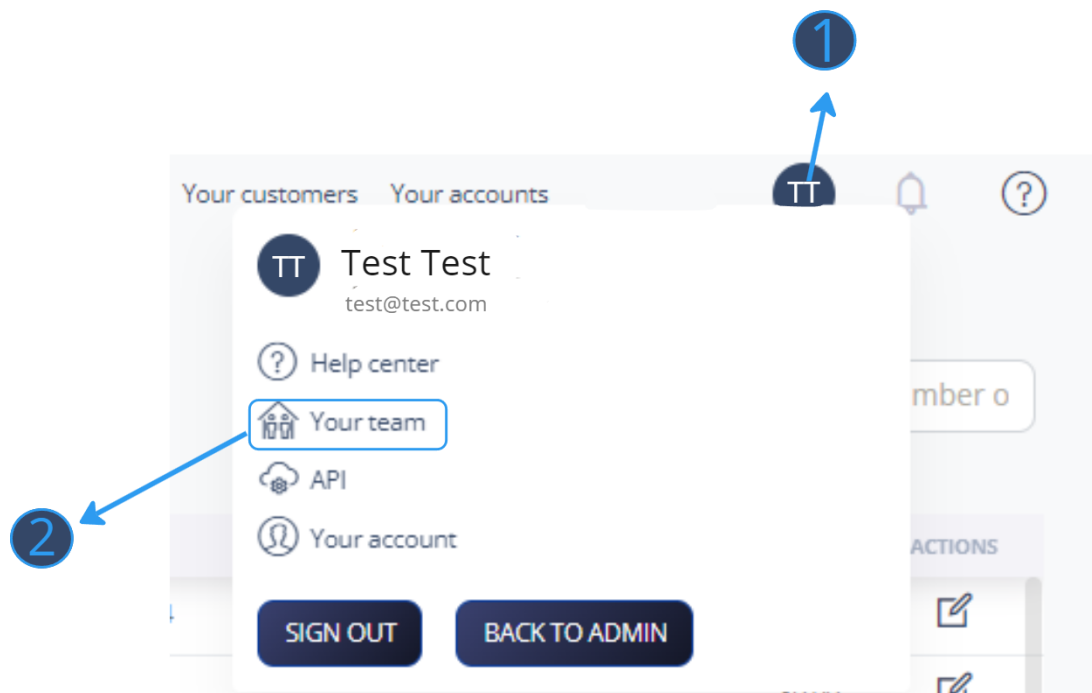
# Create New Customers (as an Administrator in a Whitelabel)

This guide outlines the steps for creating new users in the PBX portal. Keep in mind this process is recommended when creating an Admin or Tech users.

**Note: Only Administrators can create New Users.**

To create new customers please log into your account and follow the steps above.


- Go to your account options
- Select **Your team**




- Once on the users' page, navigate to **"Create New User"**
- Please fill in the required information in the prompt.


**New User**

Name


Email address  

Contact number

Date format  

E-mail template  

WHITE LABEL      ROLE      STATUS      ACCOUNT      NUMBERS

Your Whitelabel     

Add +

## Roles

- Account Administrator
- Whitelabel
- Tech
- Conference
- Standard User

## Account

- You can choose the account you want to add this user to. You can also look at the account by name or account number.

*Please note that you cannot create new customers with email addresses already in use. If you wish to add an account to an existing user, please refer to the guide titled "Adding an account to an active Customer."*

- Finish the process by clicking on "Add User".

You should now observe the newly added user in the list of users. To grant full access to this user, please send a password reset email.

