

Base de conocimiento > Account Management > Whitelabels > Create New Users (as an Administrator in a Whitelabel)

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		Test A1	
Email address		testa1@test.com	
Contact number		55555555	
Date format		DD/MM/YYYY	~
E-mail template		Generic	~
WHITE LABEL	ROLE	STATUS ACCOUNT NUMBERS	
Your Whitelabel	Accou	nt Administrator	-
			Add +
		ADD USER	CANCEL

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.

