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## **Inviting User (Whitelabel Administrator)**

Santiago Garcia - 2024-08-21 - Whitelabels

## **Inviting User (Whitelabel Administrator)**

As an administrator, you will create and configure multiple accounts for your customers. However, it's essential that your customers have the ability to manage their own accounts. This guide will walk you through the process of inviting new users to your customers' accounts.

To invite new users please follow the next process:

- Log into your account.
- Go to your customers > Choose the account you want to invite the users.
- Profile > Contact Information
- Create New Users

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Account Overview	Contact information History and	b Id Notes						
Account Contac	t Details	User Profiles				ſ	CREATE NE	EW USERS
Account Contac		User Profiles	EMAIL	CONTACT NUMBER	түре	NUMBERS	CREATE NE	EW USERS
	Santiago's S		EMAIL	CONTACT NUMBER 5545454	TYPE Account Administrator	NUMBERS	STATUS	ACTIONS
Company Main number	Santiago's S 5545454	NAME	EMAIL			NUMBERS	STATUS	
Company	Santiago's S	NAME Santiago Garcia	EMAIL	5545454	Account Administrator	NUMBERS	STATUS	ACTIONS

You will be redirected to a new tab where you can enter the email addresses of the users you wish to invite.

1 — Email Addresses	2 — Accounts		
Enter one or more emails:           test@testa1.com ×         test@testa2.com ×			
		CANCEL	NEXT

• On the "Accounts" screen, you will have the option to invite the user as either an Administrator or a Standard User. You will be able to assign a number for this new user as well.

1 Email Addresses		2 — Accounts	
USERS	ACCESS TYPE	NUMBERS	• <b>İ</b>
ВАСК	Select a role Account Administrator		CANCEL SUBMIT
	Standard User 🗸		

• Submit!

The user you invited will receive the invitation in the email(s) assigned.