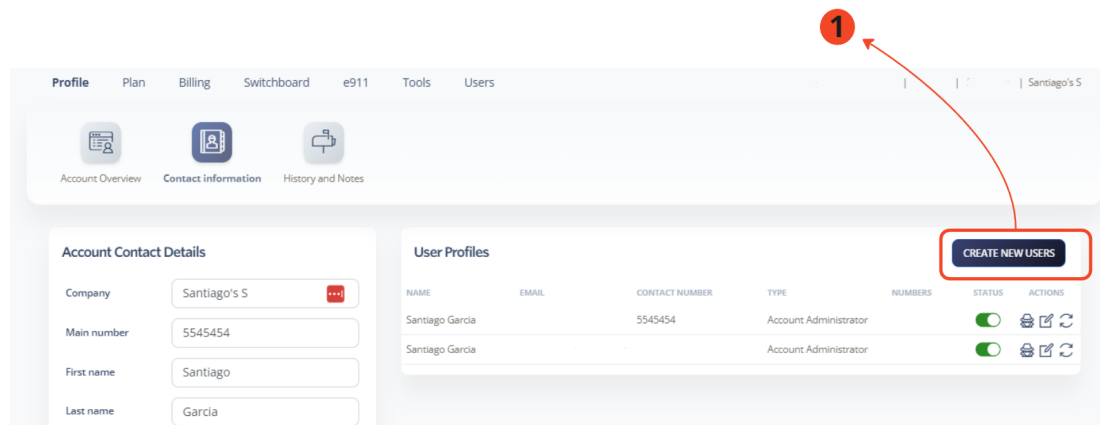# Inviting User (Whitelabel Administrator)

Santiago Garcia - 2024-08-21 - Whitelabels

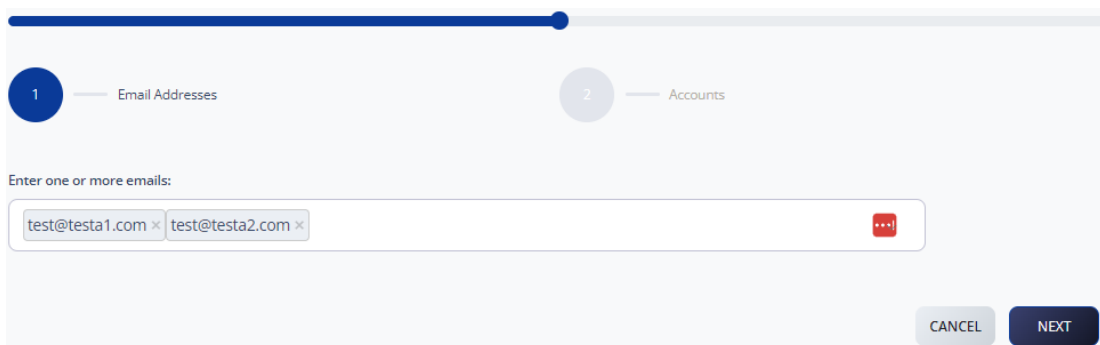## Inviting User (Whitelabel Administrator)

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

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

- 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.

- Submit!

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