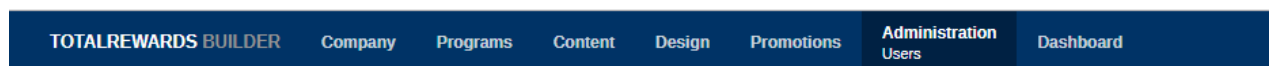


How to Add a User

Last Modified on 12/04/2019 3:20 pm EST



Admin Users can view or edit all information in the portal. S/he sees all Cash Compensation and Benefits of all employees. Admins Users can invite others to become Admin Users too.

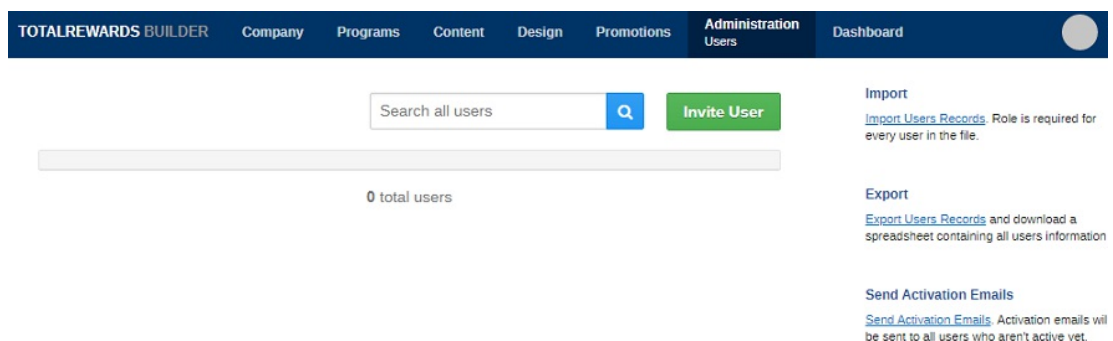


Your browser does not support HTML5 video.

Go to **Administration**

Select **Users** from dropdown.

Click **Invite User** button



Then update **Name** and **Email Address**

Then hit the **Save** button.

TOTALREWARDS BUILDER Company Programs Content Design Promotions Administration User Dashboard

Name

Email

Save