

How to Add a User

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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.

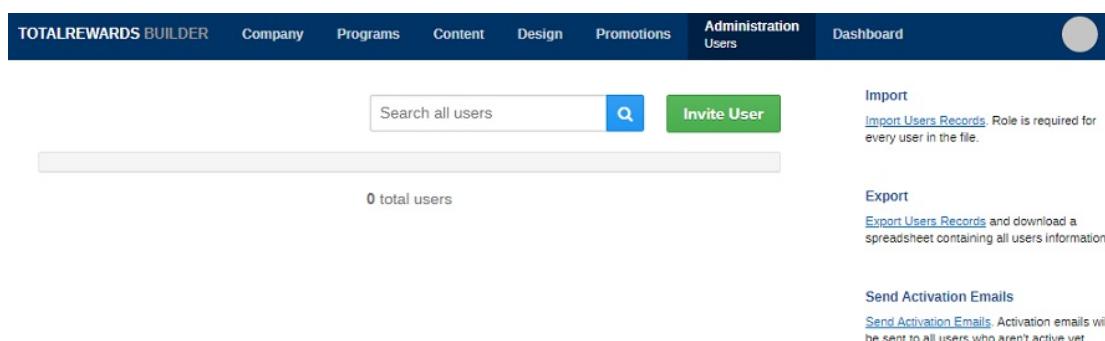


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Go to **Administration**

Select **Users** from dropdown.

Click **Invite User** button



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

Then hit the **Save** button.

