

# How to create a User

To create a user, first click the admin tab. Then Click Users from the Site Data column. Click Create User from the blue bar.

Fill-out all of the new user's details. You additionally have the option to assign a default Area. This Area will automatically populate when the user creates a new policy. If they will not have elevated permissions, you can leave this as-is.

Assign a username and create a login password. The new user will be prompted to create a new password the first time they log in.

If desired, you can also assign elevated permissions in individual areas or across the entire site. When everything is in order, click Create User.