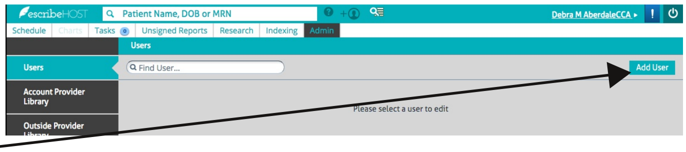
Quick Reference Guide: Add User

Add User is a new function included in the June 9, 2016 release. You can now:
- Add a new user profile to your account.
- Link that user profile to the appropriate account provider.

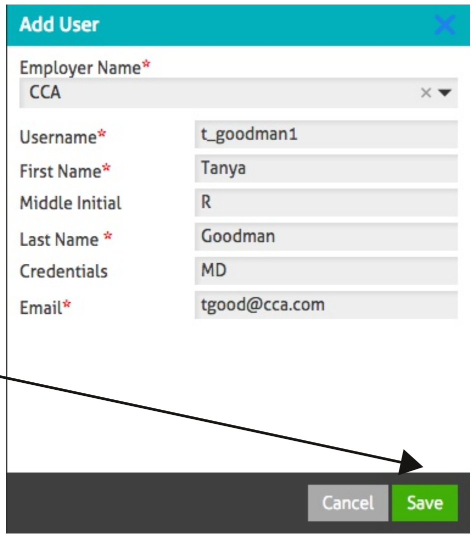
Note: You cannot edit a user (e.g., change the username). Please contact support@lillegroup.com if you need to make any changes to the user profile.

Step 1: Create New User



1. Click Admin module. The User section is selected by default.
2. Click Add User button on the right. Add User

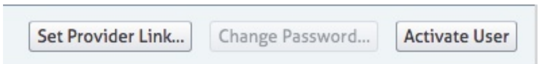
3. Complete all required fields on the Add User popup. Required fields are marked with *
   - **Employer Name** is used in Reports.
   - **Username** is case-insensitive and must be 3-32 characters using only numbers, letters, or _



4. Click the Save button. Save
   The User Permission page opens.

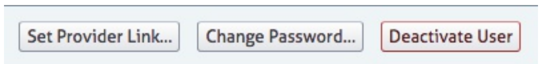
   The new user is INACTIVE when first created.

Step 2: Activate New User

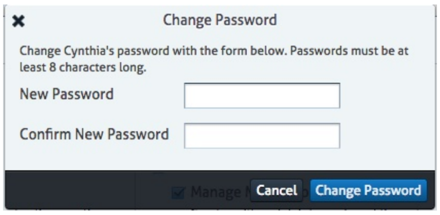


1. Click the Activate User button. Activate User
   User is now Active.

Step 3: Change Password



1. Click the Change Password button. Change Password...



2. Enter a password in the New Password field.
3. Enter the same password in the Confirm New Password field.
4. Click Change Password.

Step 4: Set Permission and Notify New User

1. Insert a check for each required permission for this user.
2. Click Close button.
3. Notify user of username and password.

IMPORTANT NOTE:
If the new user is also a new Account Provider, you must add the Provider to the Account Provider Library section of Admin and then link the new Account Provider to the new user. See "Quick Reference Guide: Link Account Provider to User" for instructions.