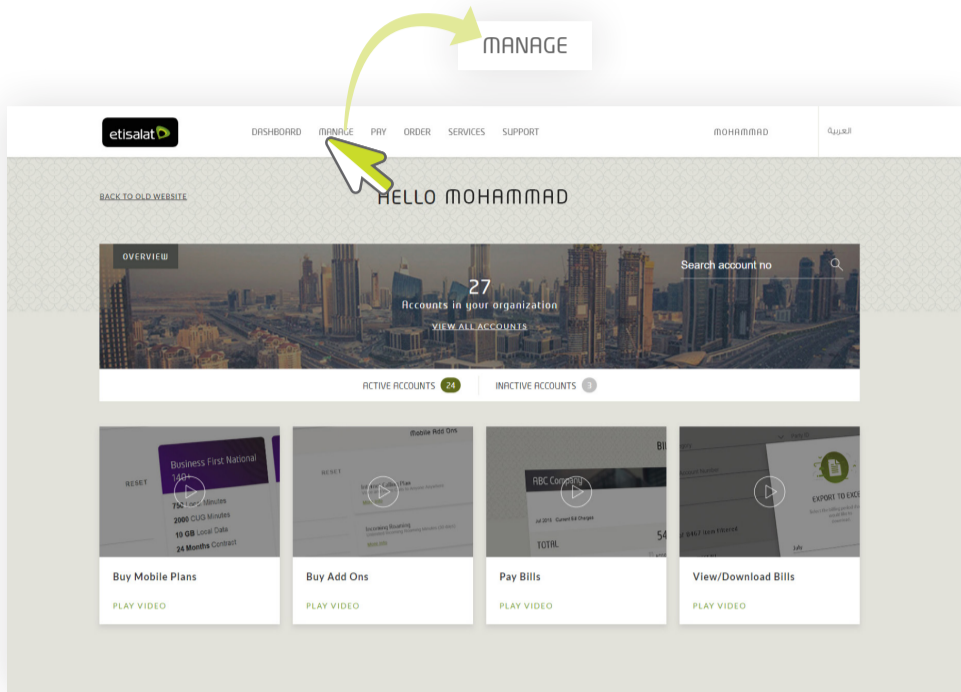


Create New User

Simply follow the easy steps below:

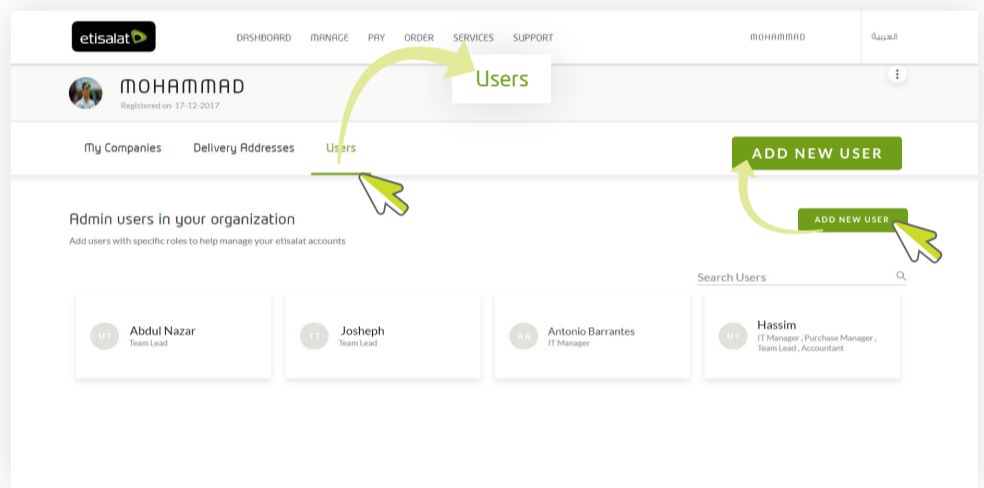


Step 1:

Sign in and go to the 'MANAGE' menu

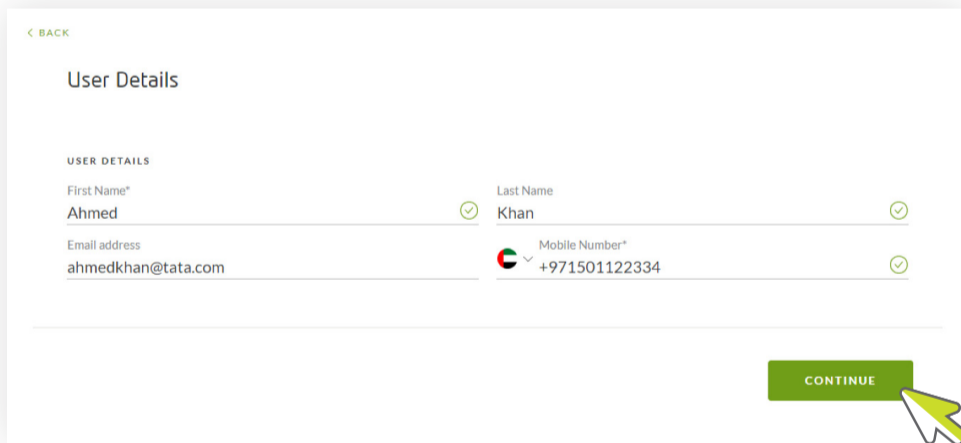
Step 2:

Choose 'USERS' from the tab menu and click on 'ADD NEW USER' button.



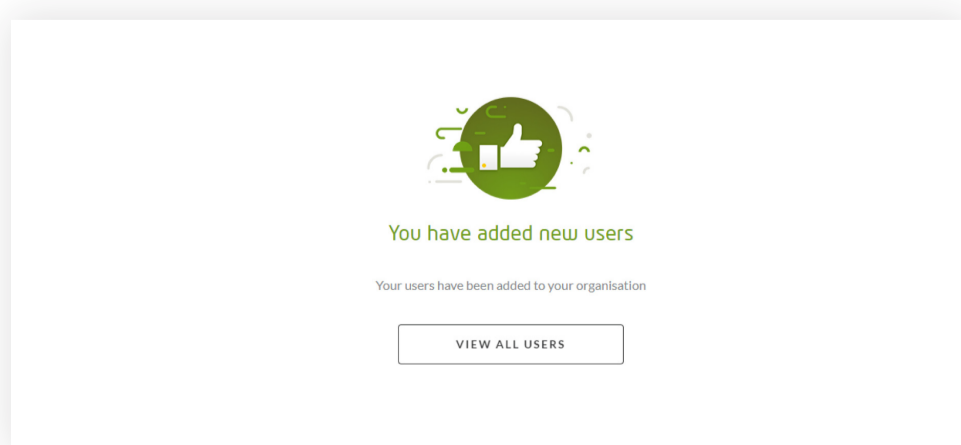
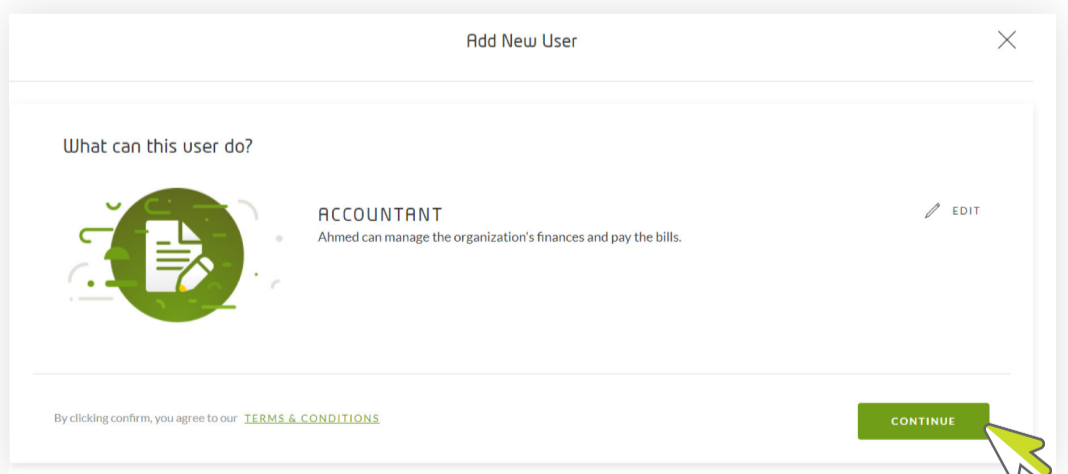
Step 3:

Enter the user details and click on 'CONTINUE' button



Step 4:

User will be added as Accountant, edit the role if required and click on 'CONTINUE' button



Step 5:

User is added successfully and will receive an onboarding email.