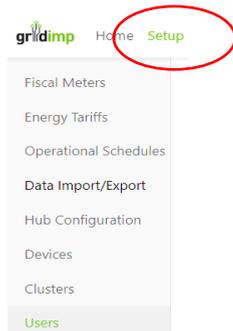


## Subscriber User Guide - How To Set Up a New User

**Introduction:** This guide takes you through adding a new user on your impCloud account, which must be completed by an account owner.

**Step 1.** Log in to your ImpCloud Account.

**Step 2:** Click on **'Setup'** on the top navigation bar and then select **'User'** located on the left-hand side of the screen.



**Step 3:** Select **"Create User"** on the right-hand side of the screen.



**Step 4:** Complete the following details to add a **"New User"** to your account.

- **Username:** Create a user name, such as an email address or first / last name
- **Name:** Add the new users first & last name
- **Role:** You will have two options, Operator / Superuser
  - Operator: This is a system administration role allowing them to adjust elements such as tariffs
  - Superuser: Allows the new user a view only of your company dashboards
- **Email Address:** New user email address
- **Telephone:** New user telephone number
- **Set Password:** This will allow you to set a password for the new user.

**Step 5.** Click **"Submit"** to the bottom right of the page to save the new user. This will send the new user a log in email to the system. The user will be able to reset their password when this email is received.