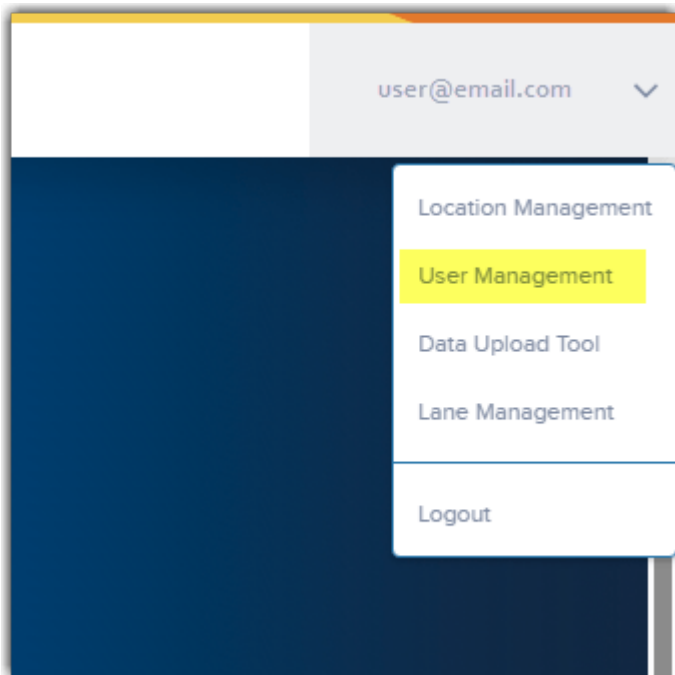


# Adding and Editing Users to Your Account

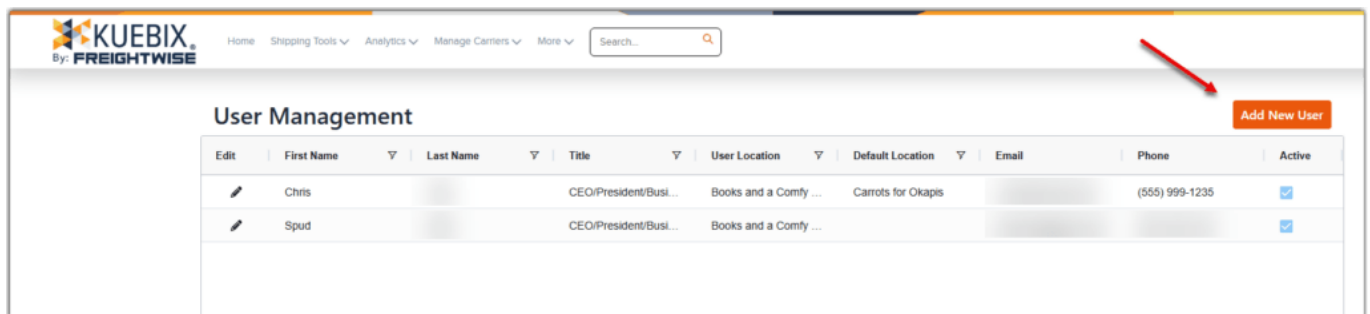
## Adding a New User

Adding users is an option for Business Pro customers that have additional unused licenses.

To add a user to your Kuebix account, hover over your email address at the top right of the screen and click **Account Management**.



Click **Add New User** in the upper right corner.



In the pop-up, fill in all required fields (indicated by the red stars).

# Adding and Editing Users to Your Account

**User Location \***

Books and a Comfy Chair, Inc. ▼

**Default Location \***

Carrots for Okapis ▼

**First Name \***

Sam

**Last Name \***

Vimes

**Title \***

Head of the City Watch

**Email \***

user@ankhmorpork.com

**Phone**

555-123-4567

**Fax**

|

**Save** **Close**

# Adding and Editing Users to Your Account

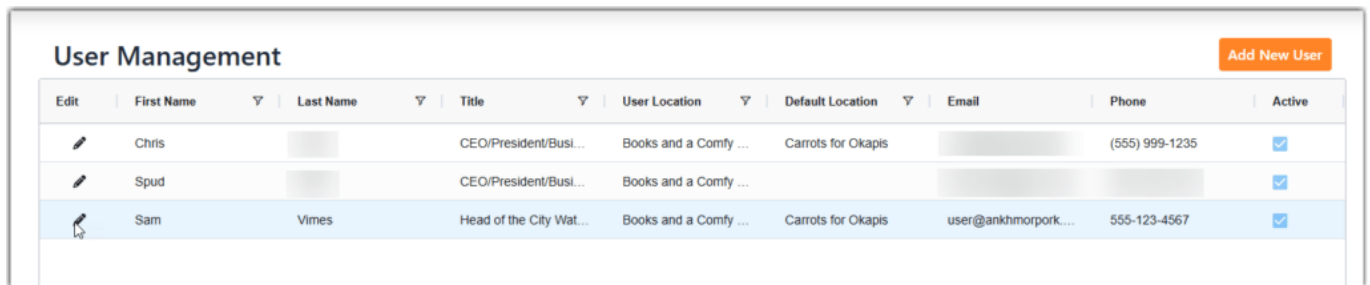
You can select both the User's location, and their Default shipping location - the default shipping location will show up automatically when creating shipments in Ship It.

Once your information is completed, clicking **Save** sends the new user a welcome email from Kuebix that prompts them to set up their password.

## Editing an Existing User

To edit existing users, click the pencil icon in the rightmost column in the user management section

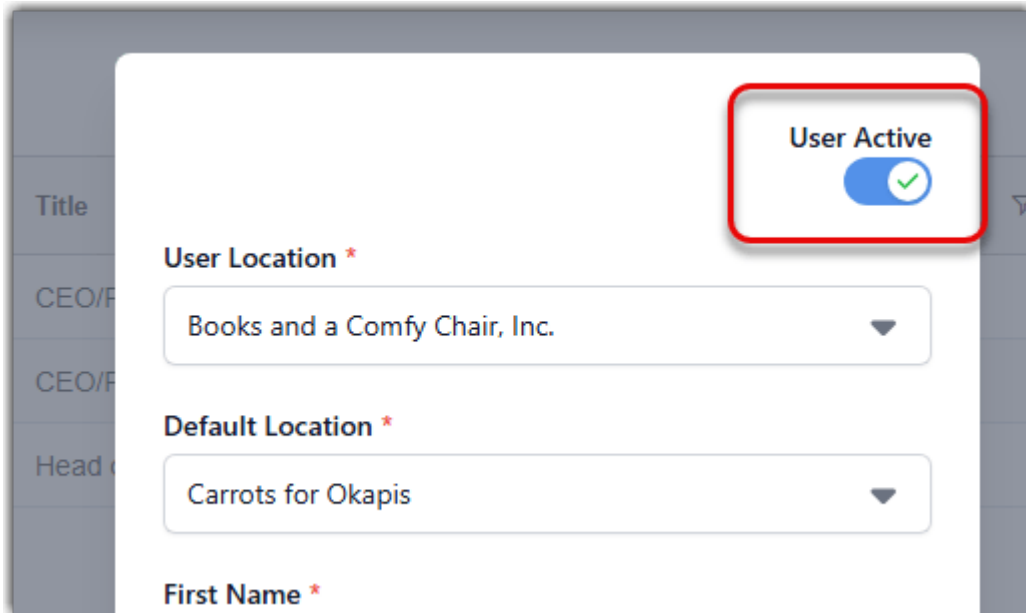
You can then adjust the information as needed.



| Edit | First Name | Last Name | Title                   | User Location         | Default Location   | Email               | Phone          | Active                              |
|------|------------|-----------|-------------------------|-----------------------|--------------------|---------------------|----------------|-------------------------------------|
|      | Chris      |           | CEO/President/Busi...   | Books and a Comfy ... | Carrots for Okapis |                     | (555) 999-1235 | <input checked="" type="checkbox"/> |
|      | Spud       |           | CEO/President/Busi...   | Books and a Comfy ... |                    |                     |                | <input checked="" type="checkbox"/> |
|      | Sam        | Vimes     | Head of the City Wat... | Books and a Comfy ... | Carrots for Okapis | user@ankhморpork... | 555-123-4567   | <input checked="" type="checkbox"/> |

You can also use that menu to deactivate/reactivate users by clicking on **User Active**.

## Adding and Editing Users to Your Account



The image shows a user profile form with several fields. A red box highlights the 'User Active' toggle switch, which is currently turned on (blue) with a green checkmark. Below it are two dropdown menus: 'User Location' with the value 'Books and a Comfy Chair, Inc.' and 'Default Location' with the value 'Carrots for Okapis'. At the bottom, the 'First Name' field is partially visible.

Title

CEO/P

CEO/P

Head

**User Active**

**User Location \***

Books and a Comfy Chair, Inc.

**Default Location \***

Carrots for Okapis

**First Name \***

Once the information has been adjusted, click Save.

If you have any issues or questions, please email [support@kuebix.com](mailto:support@kuebix.com) with the details so we can assist!