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.

Home	Shipping Tools 🗸	Analytics 🗸 Manage Carriers	More V Search Q			
User Management						
Edit	First Name	V Last Name	∇ Title ∇ User Location ∇ Default Location ∇ Email Phone	Active		
1	Chris		CEO/President/Busi Books and a Comfy Carrots for Okapis (555) 999-1235			
/	Spud		CEO/President/Busi Books and a Comfy			

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

Books and a Comfy Chair, I	nc.	-
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		
_		
hax		

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.

User Management									
Edit	First Name	V Last Name	♡ Title ♡	User Location 9	Default Location 7	Email	Phone	Active	
1	Chris		CEO/President/Busi	Books and a Comfy	Carrots for Okapis		(555) 999-1235		
1	Spud		CEO/President/Busi	Books and a Comfy					
ß	Sam	Vimes	Head of the City Wat	Books and a Comfy	Carrots for Okapis	user@ankhmorpork	555-123-4567		
6									

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



Once the information has been adjusted, click Save.

If you have any issues or questions, please email support@kuebix.com with the details so we can assist!