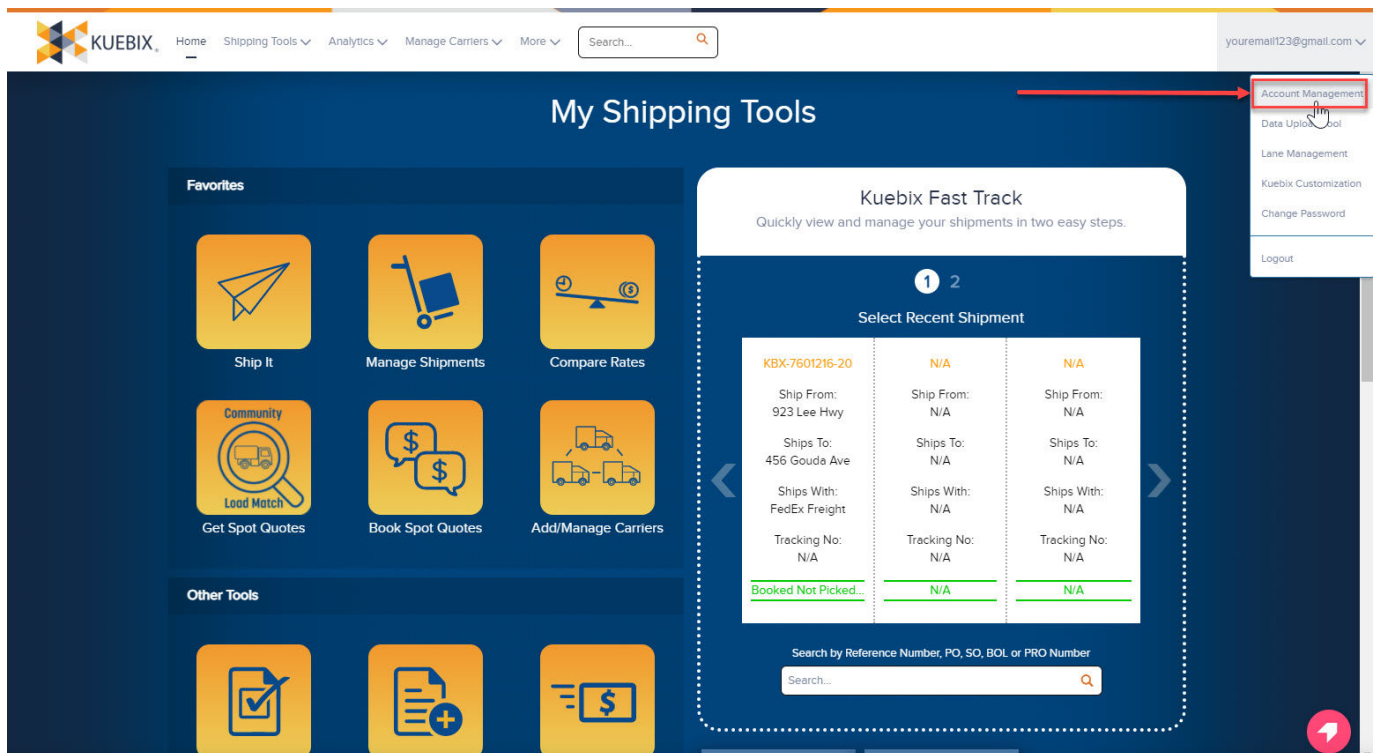


# Adding and Editing Users to Your Account

## 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 User** in the Manage Licenses section.

In the pop-up, fill in all required fields (marked in red). Make sure to select a license type that you have available. Your available licenses are shown in the License Summary section on the same page above Manage Licenses. If you select a License Tier that you do not have available, you will get a warning asking you to purchase additional licenses.

If you need to purchase licenses in order to add users, you can use the “Buy More Licenses” button or reach out to [support@kuebix.com](mailto:support@kuebix.com).

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

## Add Users to Your Account



First Name

Last Name

Email

License Tier

Lite

Pro

ProAdmin

Phone

Fax

Title

Default Location

You must purchase an additional Lite license before adding another user.

Save

Close



## Editing an Existing User

To edit existing users, click the gear icon in the rightmost column in your Manage Users section.

Then, click **Update User**.

Manage Licenses + Add User

Search

Name	Status	Location	Email	User ID	License Type	Edit User
(A) Chris Arbib	Active	Books and a Comfy Chair, Inc.	carbib@kuebix.com	carbib2@kuebix.com	ProAdmin	
Spud Arbib	Inactive	Books and a Comfy Chair, Inc.	spudthedog@kuebix.com	spudthedog@kuebix.com	Pro	

Showing 1 to 2 of 2 rows

Change License

Change Status

Update User

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

This opens a window that lets you edit any of the user's information. Once the information is correct, click **Update**.

### Update User Information X

Client Account	Books and a Comfy Chair, Inc. ▼
First Name	Spud
Last Name	Arbib
Email	spudthedog@kuebix.com
License Tier	Pro ▼
Phone	(555) 321-1234 x
Fax	(555) 555 55555
Title	Head Cuddler
Default Location	Okapi Imports ▼