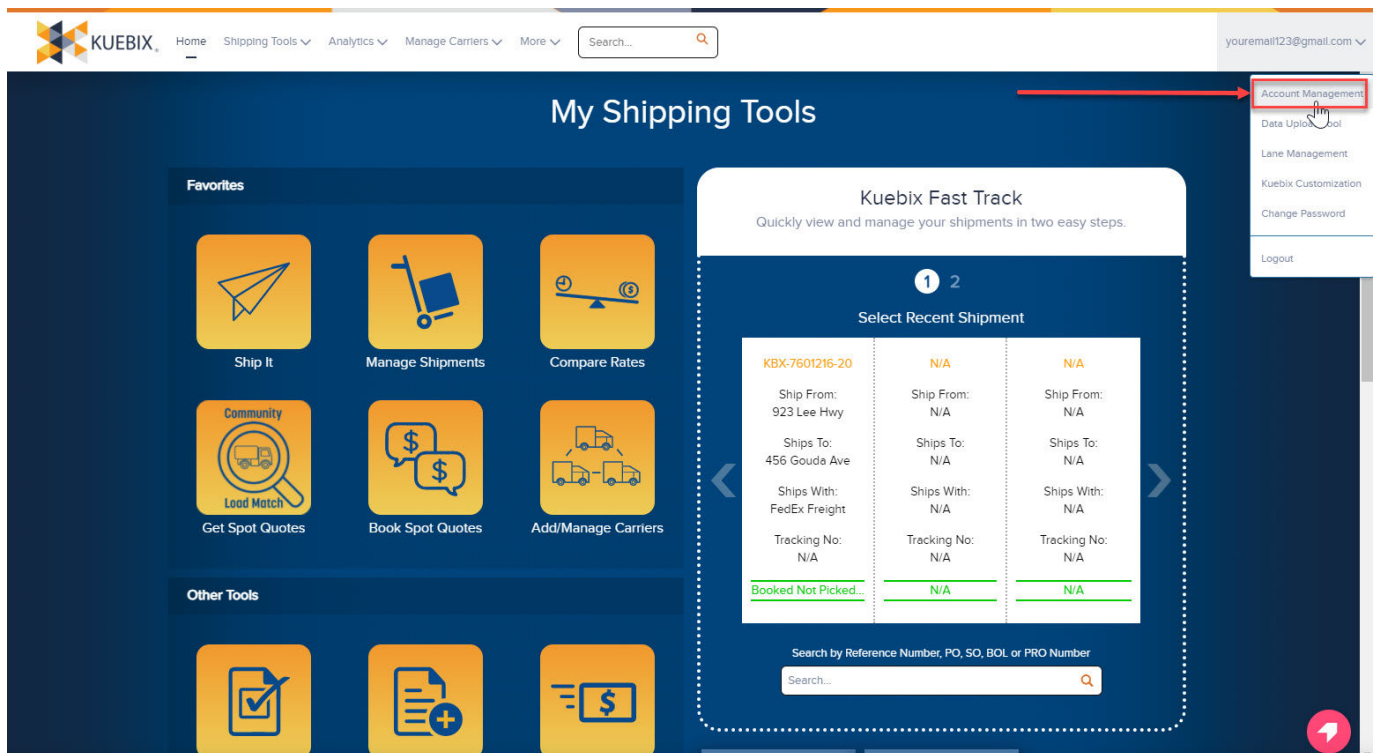# Adding and Editing Users to Your Account

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.

Manage Licenses   + Add User

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.

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 gear icon in the rightmost column in your Manage Users section.

Then, click **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.**

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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 ⌄

Update   Cancel