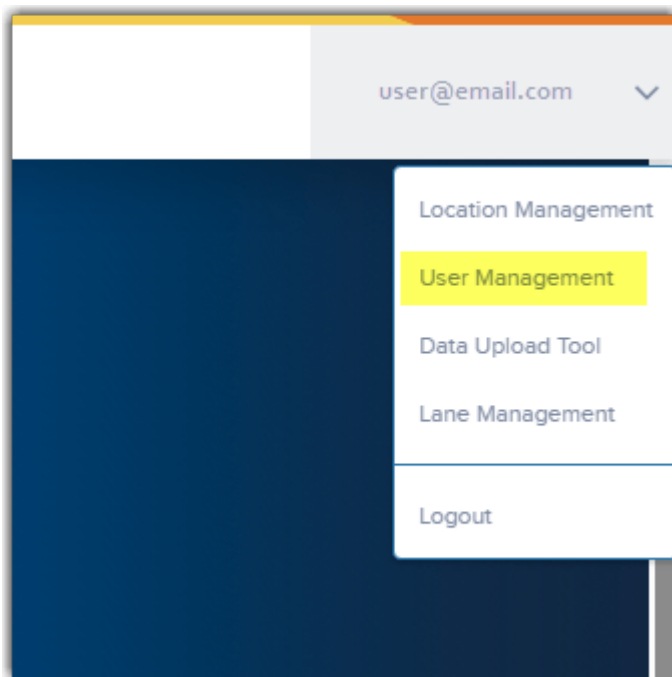


# Adding and Editing Users to Your Account

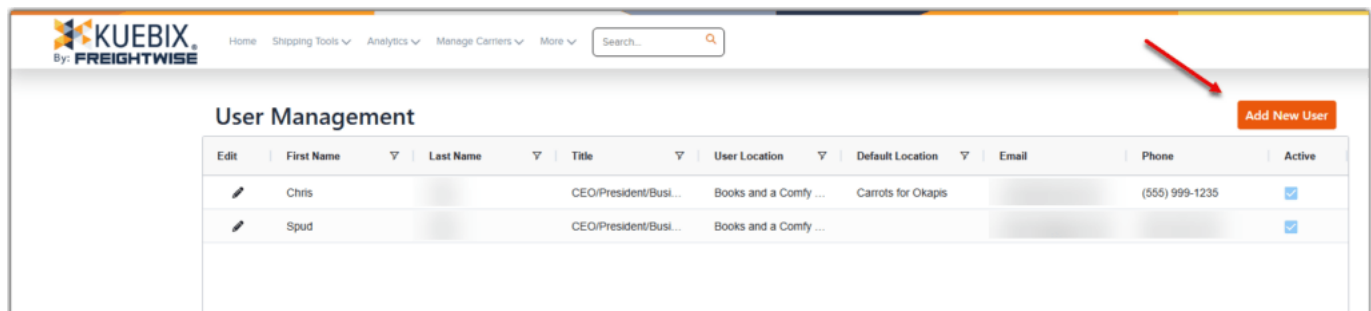
## Adding a New User

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).

The form contains the following fields and values:

- 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@ankhморpork.com
- Phone**: 555-123-4567
- Fax**: (empty)

Buttons: Save (green), Close (red)

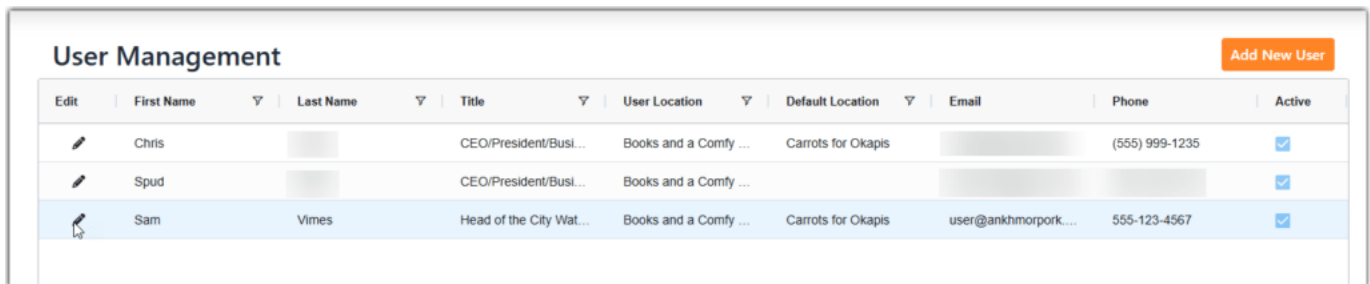
You can select both the User's location, and their Default shipping location - the default shipping location will show up automatically when creating shipments in Ship It.

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

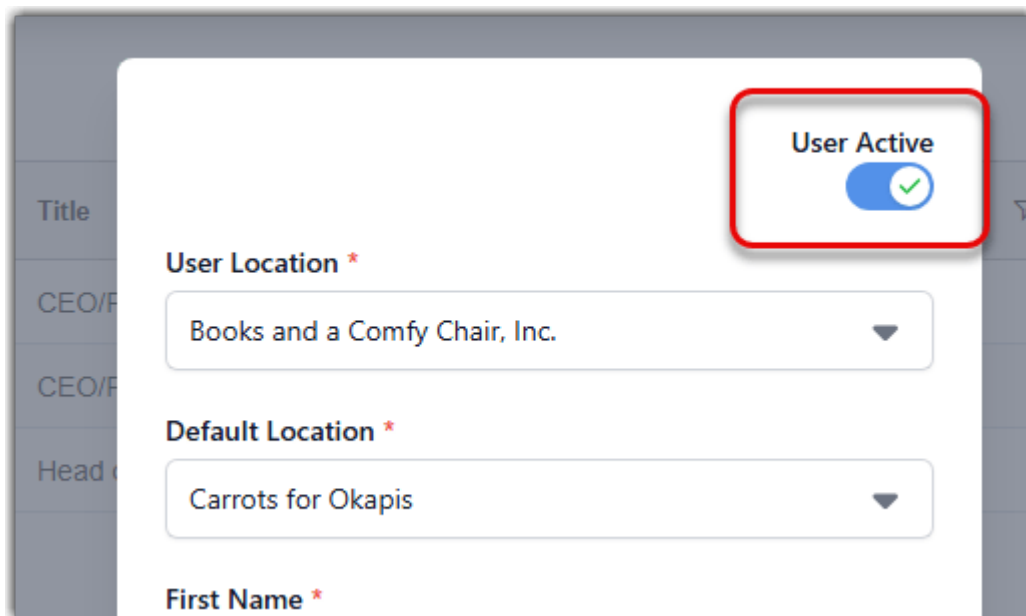
To edit existing users, click the pencil icon in the rightmost column in the user management section

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@ankhmpork...	555-123-4567	<input checked="" type="checkbox"/>

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



The screenshot shows a user edit form with the following fields:

- User Active**: A toggle switch that is currently turned on (blue with a green checkmark). This field is highlighted with a red box.
- User Location \***: A dropdown menu with the selected value "Books and a Comfy Chair, Inc."
- Default Location \***: A dropdown menu with the selected value "Carrots for Okapis"
- First Name \***: A text input field (partially visible at the bottom).

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!