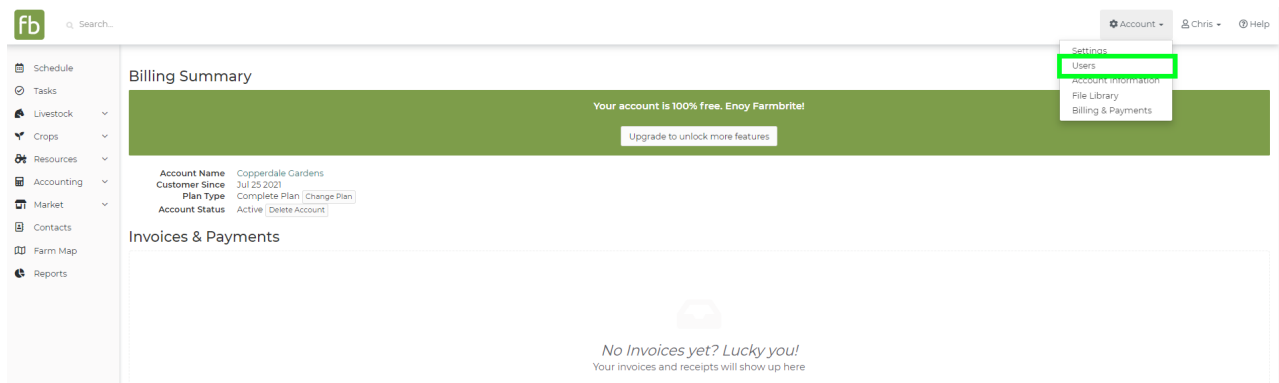


# How do I add multiple users to my account?

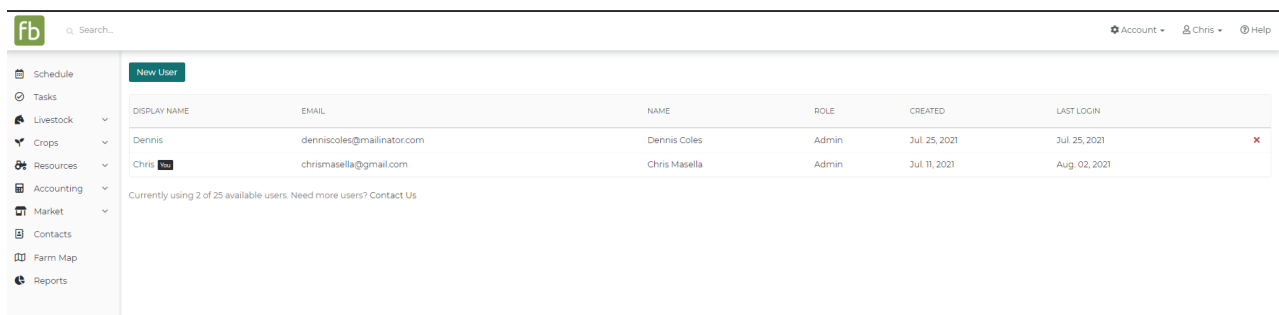
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## Adding users to my account

Depending on your plan you can add a number of other users. You can assign tasks, see what they have completed and see what they have scheduled.



- Go to the "Account" tab
- Go to "Users"
- Click on the "Add a New User" button at the top of the screen
- You must add a unique email for each new user
- The new user will receive an email giving them access to the account and one that asks them to change their password since they don't have a password yet.



Note: Make sure that you look for the initial email in the spam folder. This sometimes gets lost.

## I didn't get the new User Email

After you set up a user they can set up their account even if they don't have the initial email. The new user can go to the login page and say they forgot their password. This will trigger another email. If that still gets blocked or you can't find the email let us know and we can help change your password.

