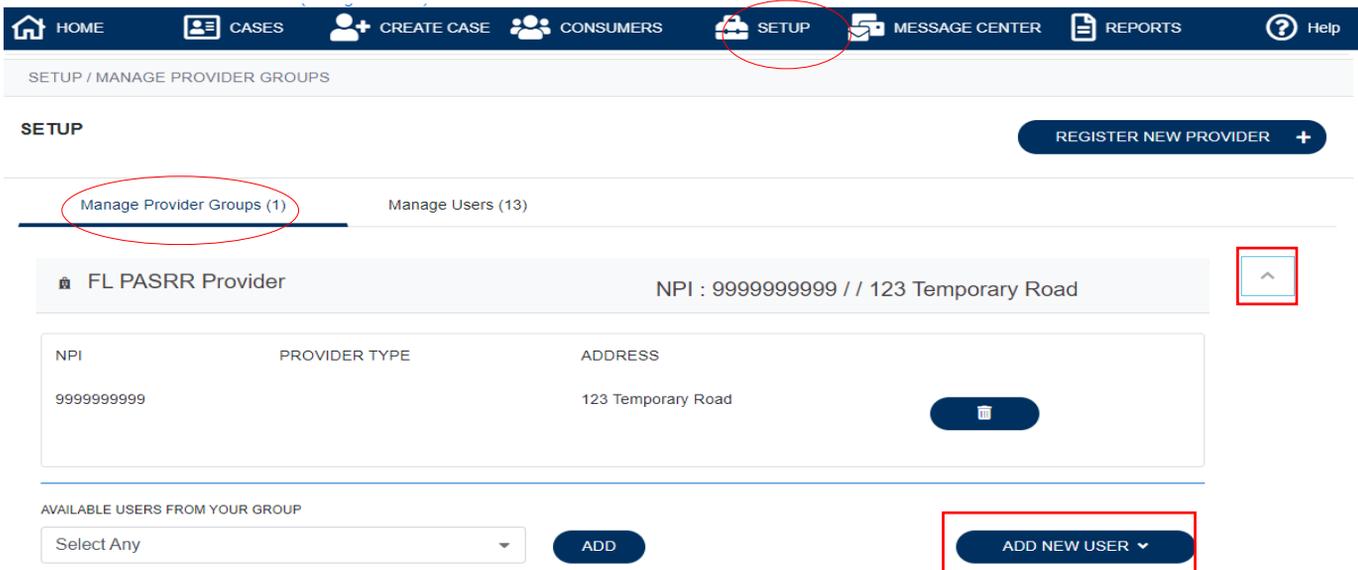## Summary

A user with an Admin role can create accounts for other users. An Admin user will first need to register in the system and have the information for the additional users that are needed. The instructions below describe how to create accounts for additional users.

1 Open the SETUP tab

Click on SETUP from the left navigation pane. In the "Manage Provider Groups" section, you will see the provider groups that you have access to manage. Expand the desired provider group by clicking on the small arrow on the right. Click the button labeled ADD NEW USER.

2 Enter the User Information

You will create a user name and initial password as well as enter the user's contact information. Then click CREATE. A message will display confirming the user was created successfully. User roles default to a general staff account.

Helpful Hints:
- Use a common naming convention for usernames for all staff on your team.
- You will **not** be able to edit the username in the future.
- You will be able to edit the contact information (i.e. email) or create a new password if needed.

3 Provide the User with Username & Password

Provide the new user with the username and password. Atrezzo will prompt the new user to reset their password and create security question/answer during first login to the system. Users can also reset passwords after logging in by clicking on the person icon next to his/her name in the upper right corner of the screen.

Need More Assistance?

- For technical assistance, please call Kepro at **866-880-4080** Monday through Friday 8am to 5pm ET.