## Add a New User

Your business account owners may wish to add additional users to their online banking, such as their accounting department or payroll, to manage payroll transfers, pay bills, and handle other business needs. The roles assigned to each user determine the accounts they can see and the activities they can transact on an account.

To add a new user:

1. Access the **Manage Users** tab and click **Add a New User**.
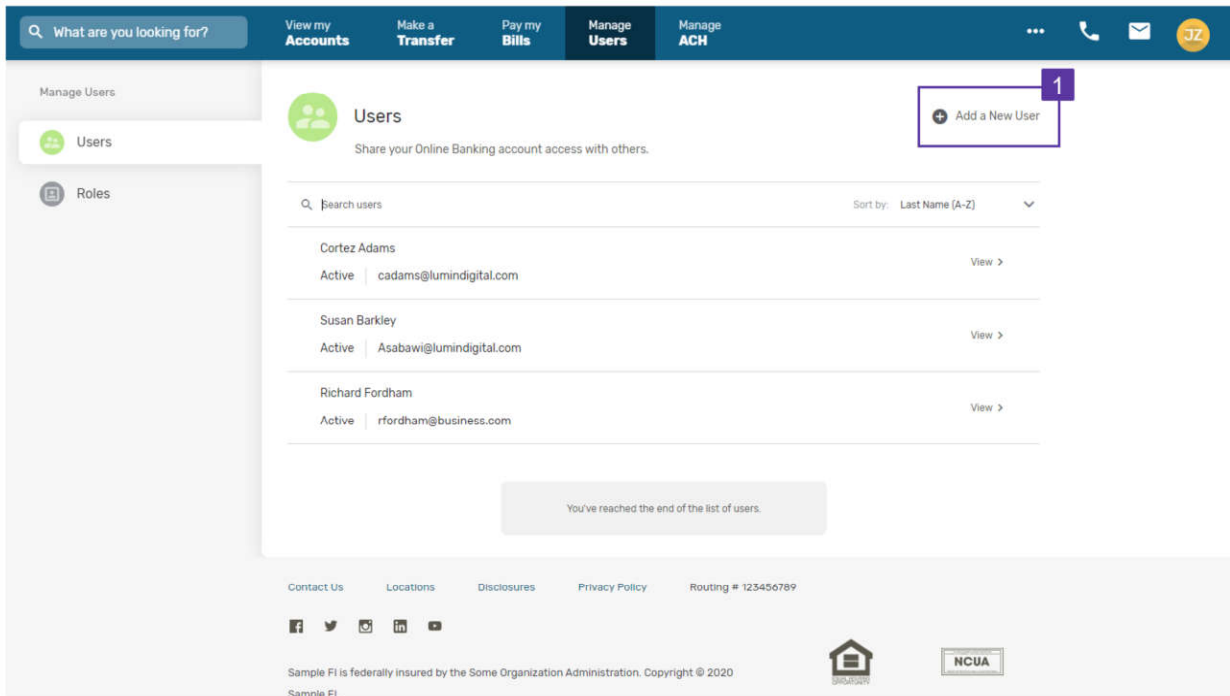
Step One: Details

2. Enter the user's **First Name**, **Last Name**, **Email**, and **Username**.

   a. The remaining fields are optional.

3. Click the **Next** button.

Step Two: Role

4. Select a **Role** from the drop-down menu.

5. Click the **Next** button.

Step Three: Review

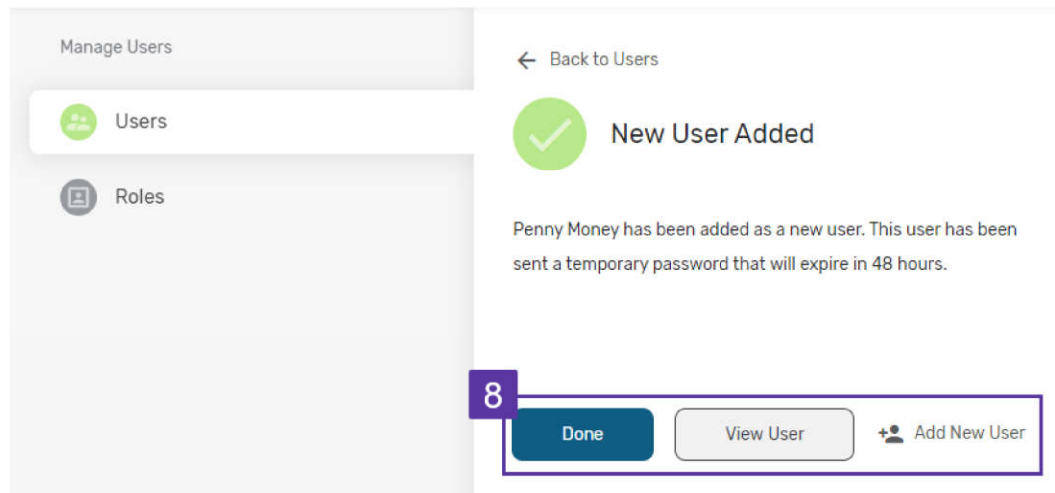6. Review the new user's information for accuracy.

7. Click the **Confirm** button.
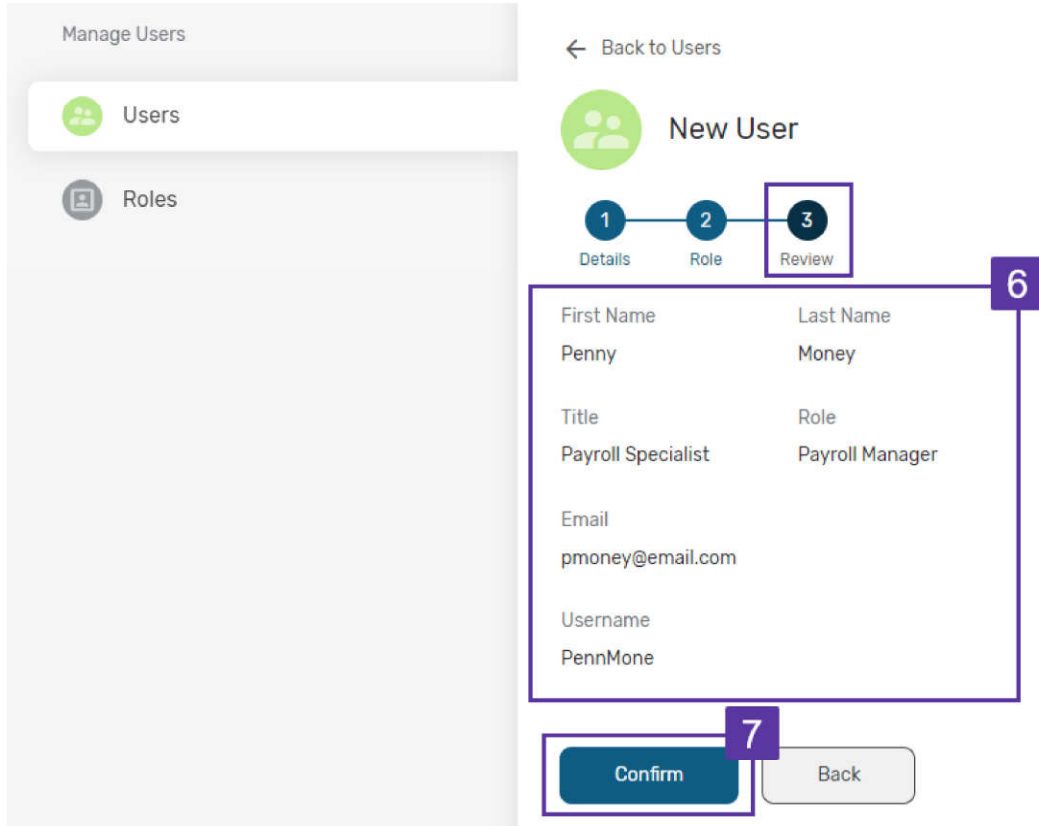
New User Added

8. Complete one of the following actions:

- Click **Done** to return to the **Users** page.
- Click **View User** to look at the new user's details.
- Click **Add New User** to add additional users.

The new user now appears on the **Users** list.