Process for adding a New User

- You need to be the Client Administrator for your organization to be able to add roles to new user.

- Have the new user self-register prior to the client admin assigning their roles. The new user must provide the client admin with their user name or account number.

- Click on the following link to view the video tutorial: Assign/Deassign Access Role

- For more information, please call 506-457-3553.