

## **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 506-259-4143.