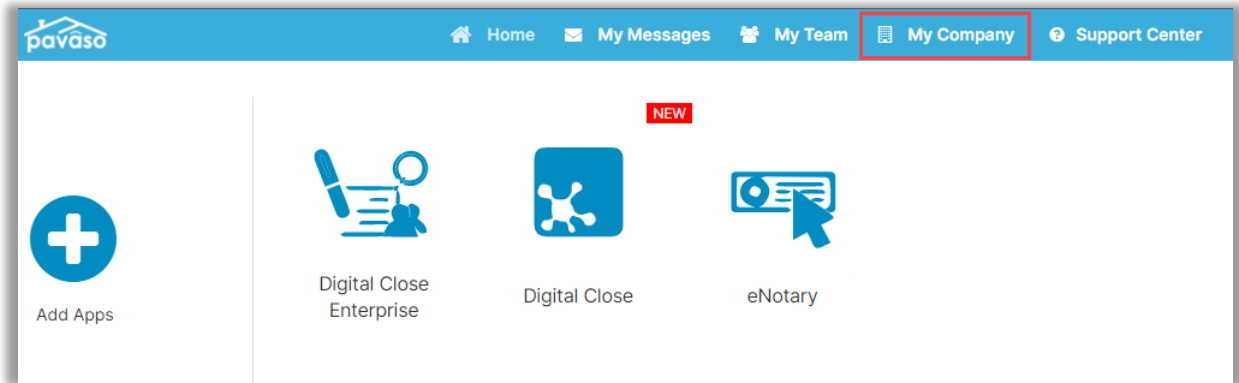




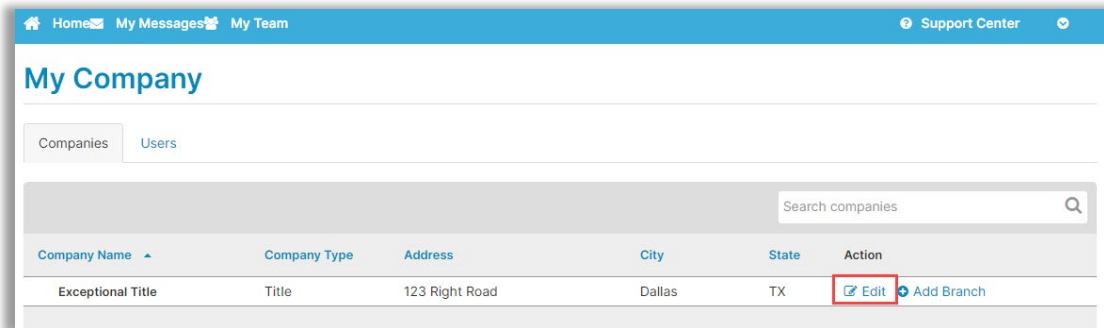
Log in to your Pavaso account.

Select **My Company**.

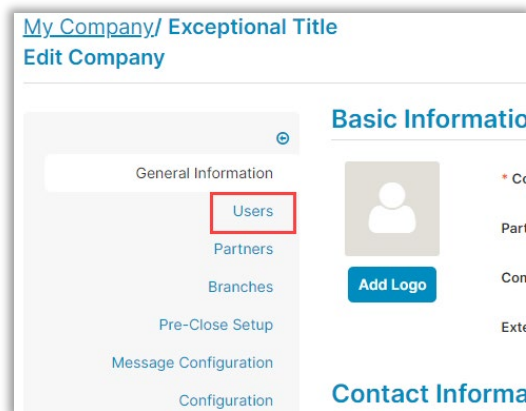
Note: Only Available to Company Administrators.



Select **Edit**.



Select **Users**.



Select **Add User**.



Fill in all required (and optional) fields then select **Save**.

- Enter the user's Email Address
- Select the Role of the User
- Select the Default Role *Note: This will match the Role Selected.*
- Enter First and Last Name
- Select User Type *Note: The User Type is a mandatory field. Select the type fitting of this User. Administrator can make company changes.*

Details for

User Status	Active	User Type	User	Primary Admin	<input type="checkbox"/>
* Email	<input type="text"/>	* First Name	<input type="text"/>		
User Name	<input type="text"/>	Middle Name	<input type="text"/>		
Phone	<input type="text"/>	* Last Name	<input type="text"/>		
* Role	Choose Roles	Suffix Name	<input type="text"/>		
Test User	<input type="checkbox"/>	* Default Role	None		
API User	<input type="checkbox"/>	Show Create Order	<input checked="" type="checkbox"/>		

Pavaso Support

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Email: support@pavaso.com

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