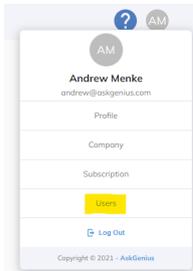


# Adding Users

02/26/2024 12:41 pm EST

1. AskGenius subscribers are allowed to invite unlimited users within their organization.
2. Once you have signed into your account, click on your initials at the top right corner and click "Users."



3. On the users page, click on the button "Invite User."
  4. Enter the new user's email address and select a role for that user.
    - a. Admin Role: Can upload data, sync data, create new appeals, delete appeals, export, and make changes. Admins also have permission to view and change subscription details.
    - b. Standard Role: Can view, make changes, and export appeals.
  5. Click invite.
  6. The user will be invited via email to create their profile and password.
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