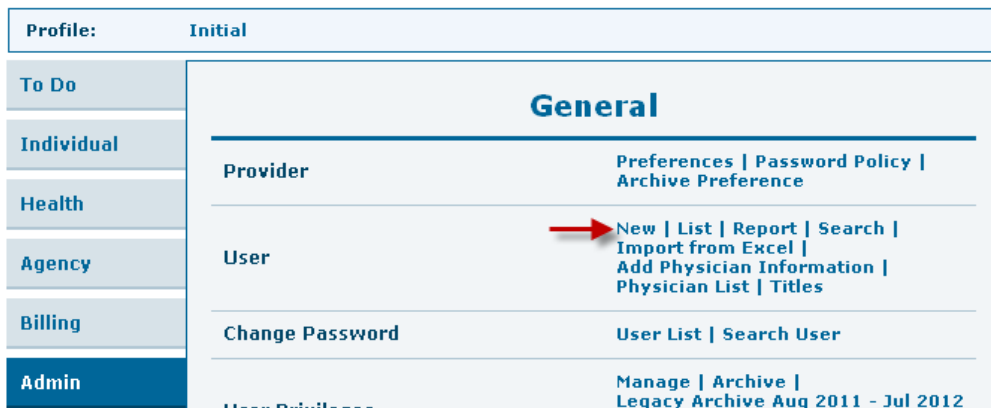


**Create New User** - Administrators with the **User** and **User Privilege** Administrative Roles will be able to create a new user assigned with the appropriate privileges. If the administrator has these two Administrative Roles along with the Super Admin Role, then they will be able to create a new user account for another administrator assigning with the **Super Admin Role**.

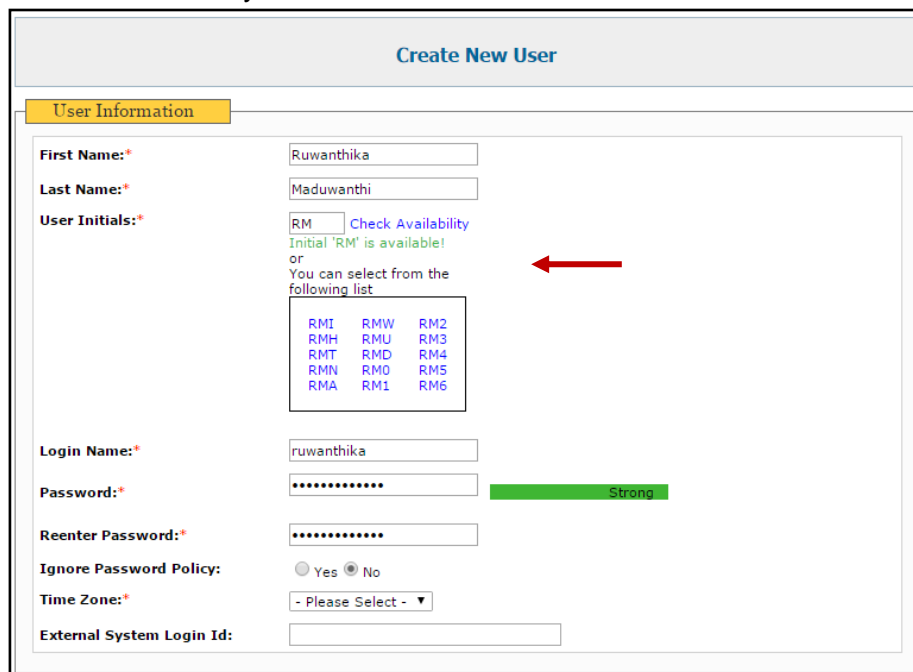
The steps to create a user account for administrators and regular users are similar, except the fact that you will need to assign appropriate Administrative Roles to the administrator's user account while creating the account. To create a new user account, please follow the steps mentioned below:

1. In the **Admin** tab of the Dashboard, click on the **New** link beside the **User** option under the **General** section.



Profile:	Initial
To Do	<b>General</b> <hr/> <div> <div>Provider</div> <div>Preferences   Password Policy   Archive Preference</div> </div> <hr/> <div> <div>User</div> <div> <a href="#">New</a>   <a href="#">List</a>   <a href="#">Report</a>   <a href="#">Search</a>   <a href="#">Import from Excel</a>   <a href="#">Add Physician Information</a>   <a href="#">Physician List</a>   <a href="#">Titles</a> </div> </div> <hr/> <div> <div>Change Password</div> <div>User List   Search User</div> </div> <hr/> <div> <div>User Privileges</div> <div> <a href="#">Manage</a>   <a href="#">Archive</a>   <a href="#">Legacy Archive Aug 2011 - Jul 2012</a> </div> </div>
Individual	
Health	
Agency	
Billing	
Admin	

2. On the **Create New User** page, there are several sections. The required fields are marked with a red asterisk (\*). We recommend completing the optional fields as well. Enter all the necessary information for the user.



Create New User

User Information

First Name:\*

Ruwanthika

Last Name:\*

Maduwanthi

User Initials:\*

RM

Check Availability

Initial 'RM' is available!

or

You can select from the following list

RMI

RMW

RM2

RMH

RMU

RM3

RMT

RMD

RM4

RMN

RM0

RM5

RMA

RM1

RM6

Login Name:\*

ruwanthika

Password:\*

.....

Strong

Reenter Password:\*

.....

Ignore Password Policy:

Yes

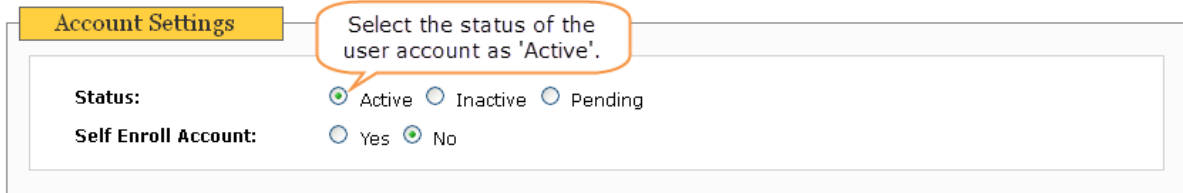
No

Time Zone:\*

- Please Select -

External System Login Id:

3. In the **User Information** section, enter the new User's **First Name**, **Last Name**, **User Initials**, **Login Name**, **Password**, and **Time Zone** in the respective fields. You may check available initials by clicking on the [Check Availability](#) link beside the **User Initials** field.
4. In the **Account Settings** section, you may select the 'Active' option in the **Status** field to make the user active immediately.



5. In the **Employer/Work Information** section, select the user's title from the **Title** drop down menu. You may enter **Employee ID** and **Hire Date** for the user in the respective fields.



You can create a new Title for the user by clicking on the [Create New Title](#) link. You will be directed to the **Create New Title** page. You may also provide description about the Title on the **Description** field. After entering the new Title in the **Title** field, click on the 'Save' button to save the new Title.

6. After entering all necessary information in the **Create New User** page, click on the 'Save' button to create the user and proceed further.

7. After saving the new user, you will be directed to the **Personal Details** page of the user.

On the **Personal Details** page of the user, you may edit the following sections for this new user.

- A. **Personal Information:** In this section, you may enter the user's Contact Information.

### Personal Details

#### Ruwanthika Maduwanthi

Updated On: 02/10/2016 03:01 PM

**Personal Information**

**User Initials:**  
**Gender:**

RM  
☐ Male ☒ Female

Contact Information

**Street Address:**  
**City:**  
**State:**  
**Zip Code:**  
**Home Phone Number:**  
**Mobile/ Cellular Phone Number:**  
**Temporary Phone Number:**  
**Phone Number Comments:**  
**E-Mail Address:**

-Please Select-

  
  
  
 Extension:

- B. **Preferences:** In this section, you may select the User's **Time Zone** from the drop-down menu. You may also select the **Enable Notification** check-box so that the user can configure notifications for different modules.

**Preferences**

**Time Zone:\***  
**Enable Notification:**

- Please Select - ▼

←

☐

- C. **Other Contact Information:** In this section, you may enter the User's Emergency Contact and Employer Information.

Other Contact Information	
<b>Employer/Work Information</b>	
<b>Work Phone Number:</b>	1234567894 Extension: <input type="text"/>
<b>Fax Number:</b>	<input type="text"/>
<b>Emergency Contact 1</b>	
<b>Name:</b>	Raeshma Razvi
<b>Phone Number:</b>	<input type="text"/> Extension: <input type="text"/>
<b>Emergency Contact 2</b>	
<b>Name:</b>	<input type="text"/>
<b>Phone Number:</b>	<input type="text"/> Extension: <input type="text"/>

8. If you are done saving necessary information, then click on the 'Save' button to save the changes.