## Summary

A user with an Admin role can create accounts for other users. An Admin user will first need to register in the system and have the information for the additional users that are needed. The instructions below describe how to create accounts for additional users.

1 Open the SETUP tab

Click on **SETUP** form the top navigation pane. In the "Manage Provider Groups" section, you will see the provider groups that you have access to manage. Expand the desired provider group by clicking on the small arrow on the right click. Click the button labeled **ADD NEW USER**.
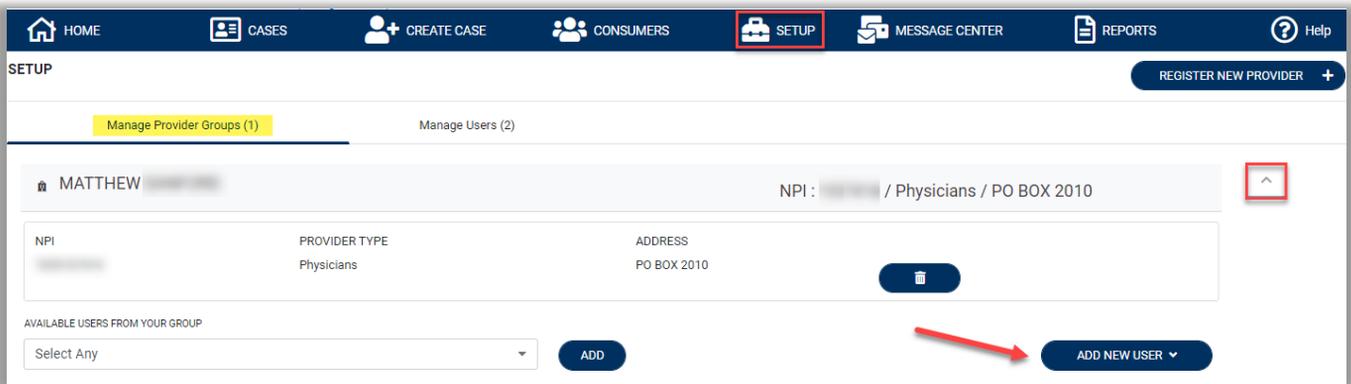
2 Add New User

You will create a username and enter the user's contact information. Then click **CREATE**. A message will display confirming the user was created successfully. User roles default to Provider Staff Account (which is the general user role).
Helpful Hints:

- Use common naming convention for usernames for all staff on your team.
- You will **not** be able to edit the username in the future.
- You will be able to edit the contact information (i.e. email) if needed.

3 New User Access Email

After the new user is entered in the system by the Admin, an email will be sent with a link to complete the registration process. The new user must click the link in the email within 2 days to complete the registration process.

From: ATREZZO_DoNotReply@kepro.com
Date: April 15, 2021 at 10:50:41 AM EDT
To:
Subject: Atrezzo - Account Registration

Dear User,

Your Atrezzo user profile has been initiated. Please follow the link below and the instructions on that page to register your account.

Atrezzo Registration
This link will expire in 2 days.

Thank you,
Kepro