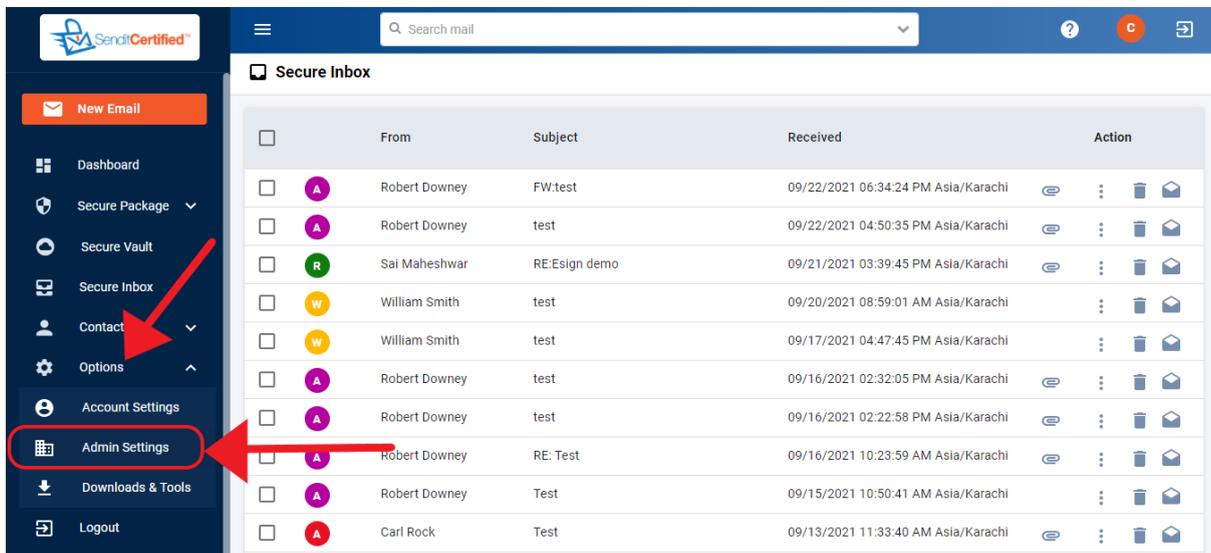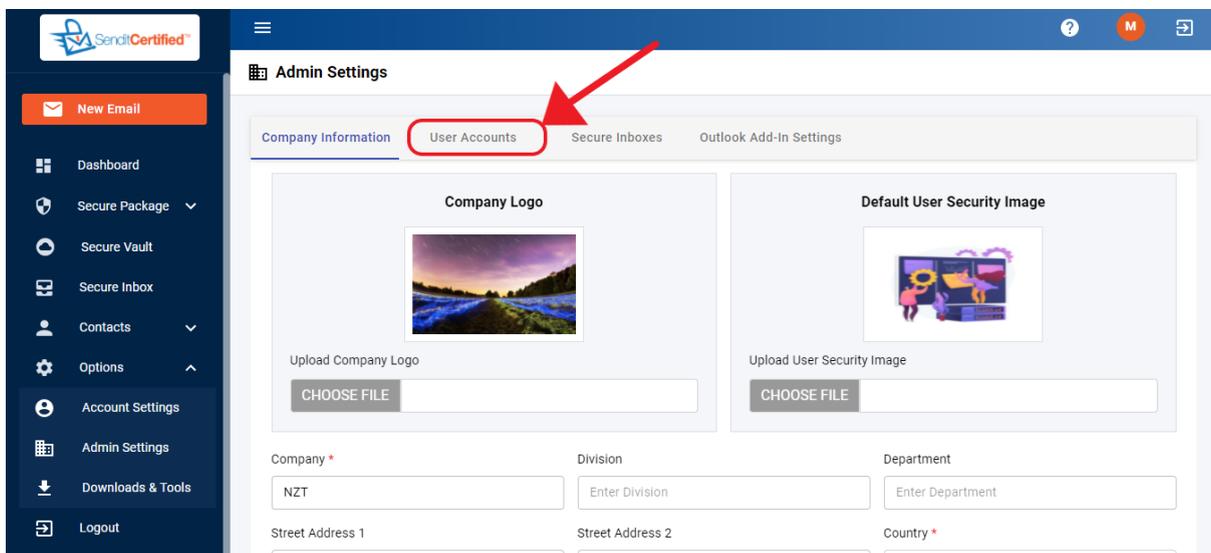# How the Admin can Provision a New User

→ Log into your SenditCertified account and on the side menu click on the "**Options**" and select "**Admin Settings**".

→ Once you are in "**Admin Settings**" page select **"User Accounts"** tab.

⟶ Once you are in "**User Accounts**" click on the "**Create User**" button to create user.

⟶ A window will open and you need to fill the information in all fields and then click on the "**Add User**" button.

→ Notice the user is created and a success message is shown as
"**User account added successfully**".