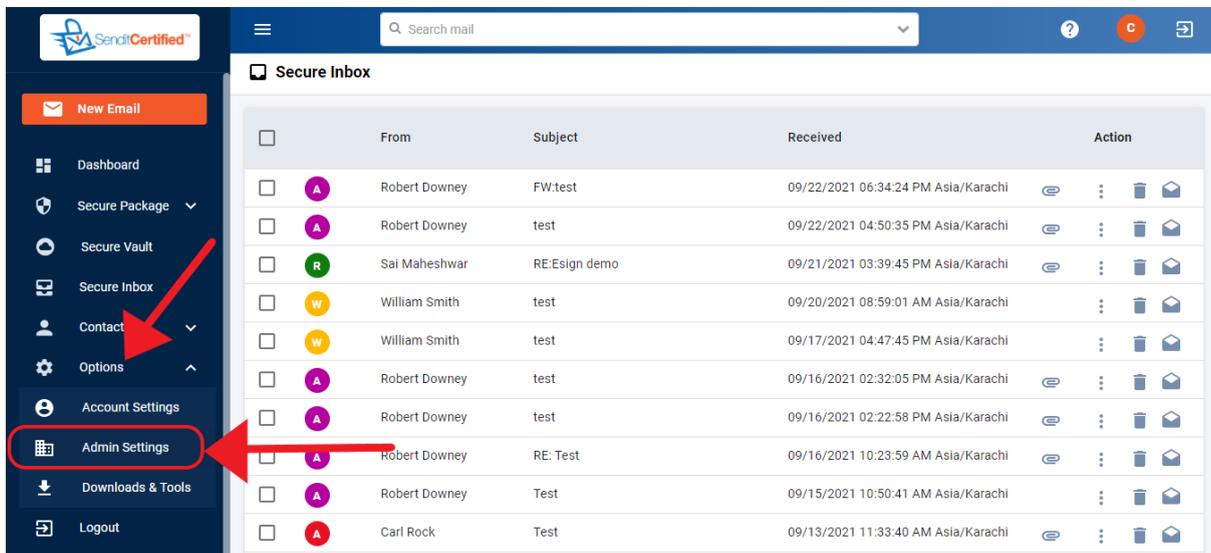
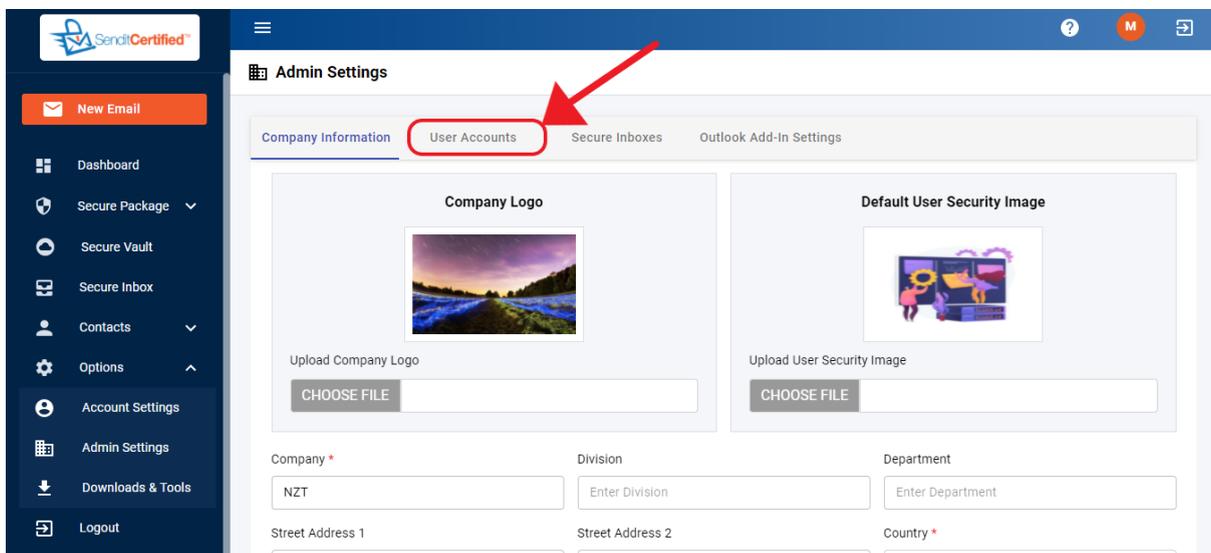


How the Admin can Provision a New User



→ 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.

The screenshot shows the Admin Settings page with the 'User Accounts' tab selected. A red arrow points to the 'Create User' button in the top right corner. Below the button, there is a table of existing users.

First Name	Last Name	Email Address	Status	Actions
Johann	Hill	zpingo01@risaumami.art	Active	
Johann	Hill	zpingo01@risaumami.art	Active	
Gvain	walton	Isaatycomu@gmailwe.com	Active	
Gvain	walton	Isaatycomu@gmailwe.com	Active	
Brad	smith	htarek.abeed6@gmailwe.com	Active	

→ Once you are in “**User Accounts**” click on the “**Create User**” button to create user.

The screenshot shows the 'Add User' form in the Admin Settings page. A red box highlights the form fields, and a red arrow points to the 'Add User' button at the bottom right.

Account Information

First Name * Last Name *

Login Information

Email Address * Confirm Email Address *

Phone Number * Use default security image

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

The screenshot displays the 'Admin Settings' interface. At the top right, a green notification box states 'Success! User account added successfully'. A red arrow points from this message to the first row of the 'Account Information List' table. The table lists several users, with the first row highlighted by a red circle. The table has columns for First Name, Last Name, Email Address, Status, and Actions.

First Name	Last Name	Email Address	Status	Actions
Ben	Mathew	1dannis@emailbooox.gq	Active	
Andrew	Adam	4naseryemeneo@codip.site	Active	
Johann	Hill	zpingo01@risaumami.art	Active	
Johann	Hill	zpingo01@risaumami.art	Active	
Gvain	walton	Isaatycomu@gmailwe.com	Active	

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