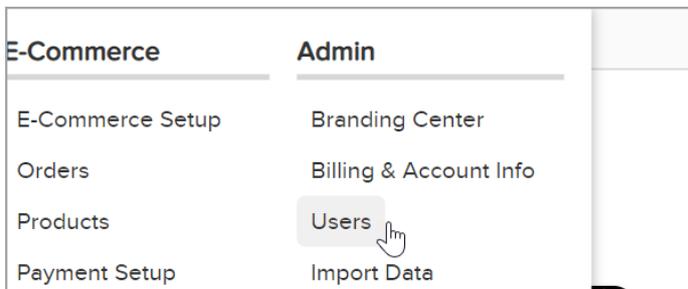


Add a user profile 🗝️

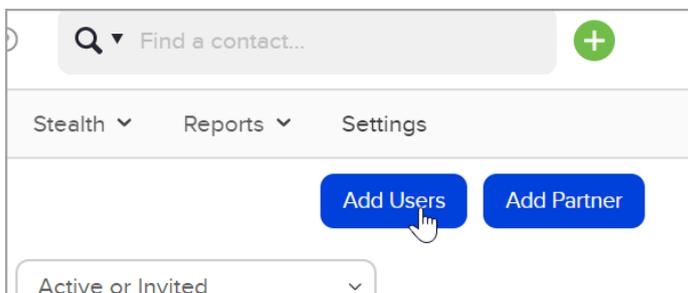
This article applies to:

You can create user profiles for people who will be working in the app and send them a welcome email to get started.

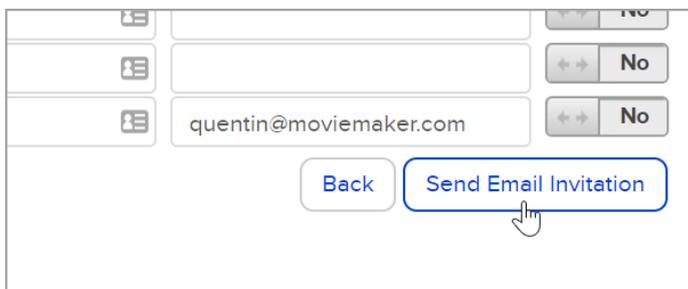
1. Navigate from the Keap menu to **Admin** and click **Users**.



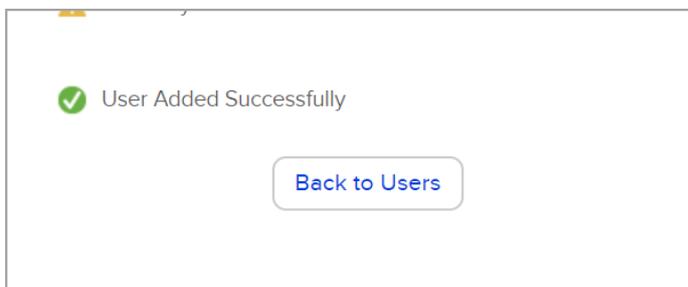
2. Click the **Add Users** button.



3. Enter a First Name, Email Address, and click the **Send Email Invitation** button.



4. A results page confirms that you added a user.



5. The new user will receive an email invitation to set up an Keap user account. If your user has not received the email within a few minutes, make sure to check the junk and spam email folders.

