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.

E-Commerce	Admin
E-Commerce Setup	Branding Center
Orders	Billing & Account Info
Products	Users Jm
Payment Setup	Import Data

2. Click the Add Users button.

Q ▼ Find a contact		Ð
Stealth 🗙 Reports 🗸	Settings	
	Add Users	Add Partner
Active or Invited	~	

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

E		+ + No
E	quentin@moviemaker.com	+ + No
	Back Send Ema	ail Invitation

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

🕑 User Added Successfully	
Back to Users	

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.