

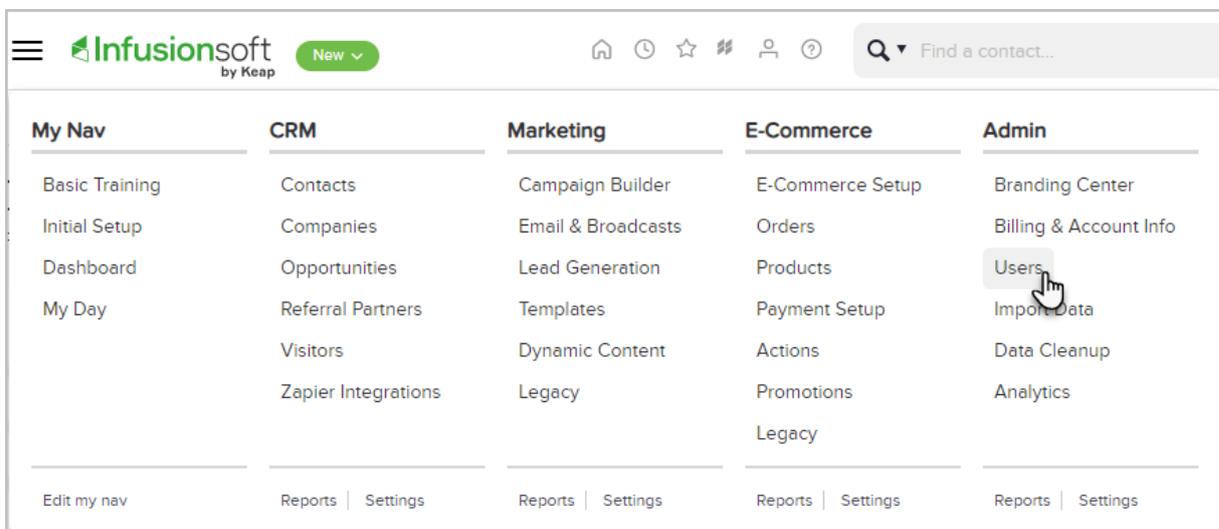
Add / remove a partner user profile

Partners can be granted access to an app to work with a client; for example, when working with an Expert Coach or Keap Certified Partner.

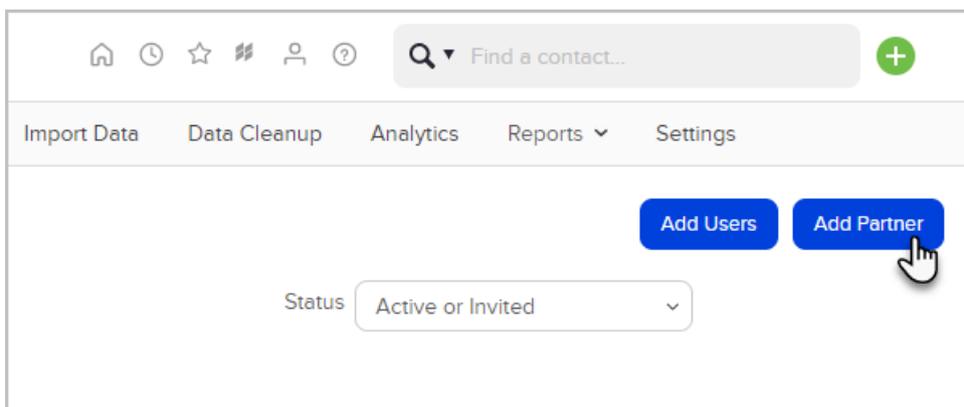
Note: Partner users do not use or require a user license from the app.

Add a partner user profile

1. Navigate to Admin > Users.



2. Click Add Partner.



3. Enter the coach or Partner's Keap ID (typically an email address) in the field.

Add a Certified Partner as a user to allow them to access your app.

Unlike normal users, Partners do not count against your available user licenses. Simply enter your Partner's Keap ID to invite them.

[My Account Page](#)

Keap ID:

Admin?

4. Identify if the Coach or Partner should be added as an Admin with full access to the application or a standard additional user.
5. Click **Send Email Invitation**.

Leave an app as a Partner

If a partner needs to leave an app; for example, when no longer working with a client, complete the following steps to leave the app.

1. First ensure that the partner does not have any assigned contacts in the app. Attempting to leave an app with assigned contacts will result in an error.
2. Navigate to [Account Central](#).
3. Locate the app you would like to leave.
4. Click **Configure** next to that app.



5. Click **Leave Account**.

Account Label

Account Name

Connected Apps

ky667.infusionsoft.com

6. Confirm your decision to leave the app and no longer have access.

k Account Label Account Name

My Account ▼ gx624 Keep Pro Recording

Connected Apps

Save Confirm | Cancel

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7. The app will be removed from the partner's Account Central.
