## 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.

My Nav	CRM	Marketing	E-Commerce	Admin
Basic Training	Contacts	Campaign Builder	E-Commerce Setup	Branding Center
Initial Setup	Companies	Email & Broadcasts	Orders	Billing & Account Info
Dashboard	Opportunities	Lead Generation	Products	Users
My Day	Referral Partners	Templates	Payment Setup	Importoata
	Visitors	Dynamic Content	Actions	Data Cleanup
	Zapier Integrations	Legacy	Promotions	Analytics
			Legacy	

2. Click Add Partner.

0 A	☆ # _ ⑦	<b>Q</b> • Find a contact.		Ð
Import Data	Data Cleanup	Analytics Reports 🗸	Settings	
			Add Users	Add Partner
	Status	Active or Invited	~	-

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

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 you Partner's Keap ID to invite them.	
My Account Page	
Keap ID: Yes ** Back Send Email Invitation	

- 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.

k	gx624 Keap Pro Recording My Account	keap.app/dashboard?app_id=gx624	Configure

5. Click Leave Account.

k	Account Label		Account Name	
	My Account	•	gx624 Keap Pro Recording	
Conne	cted Apps			
Save	Leave Account	]		
	ky667.infusionsoft.co	m		

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



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