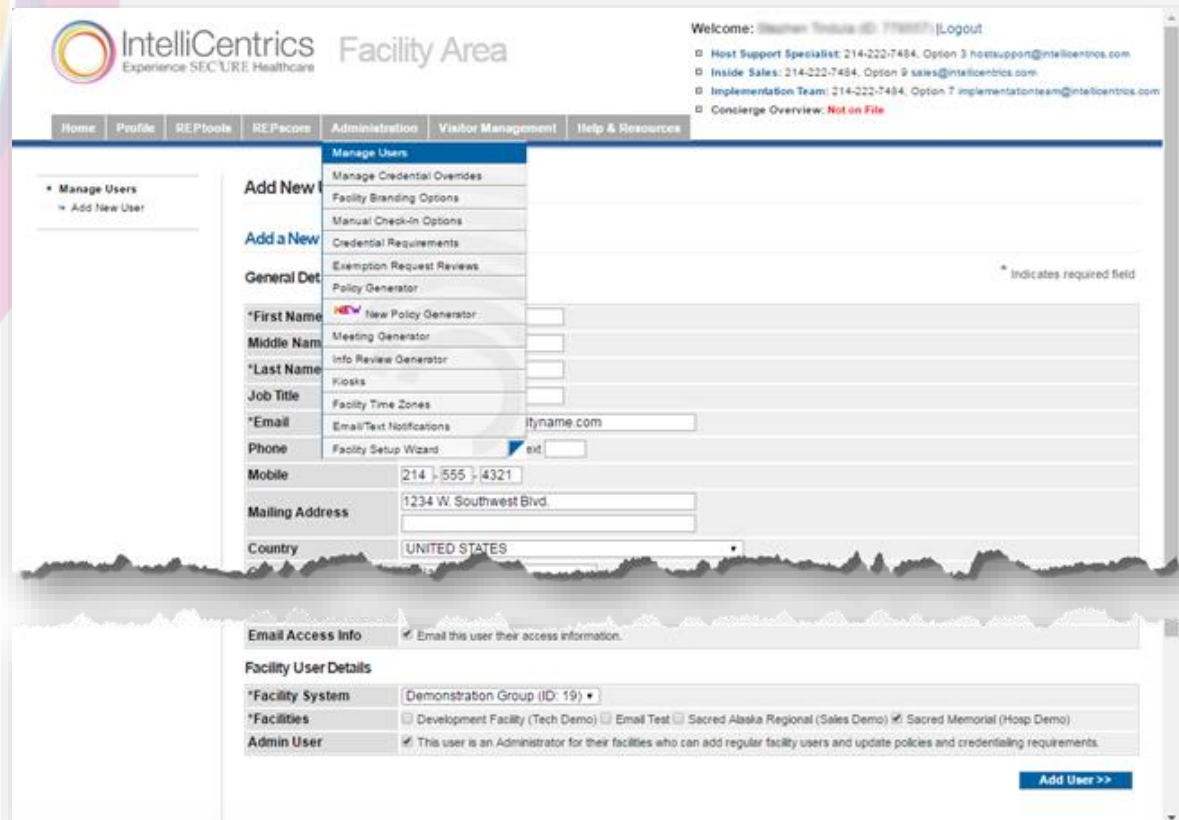# Facility Users/Administrators

Any additional facility staff can be added under: **Administration** tab → **Manage Users** → **Add New User**

Complete all (*) fields. Please check the box to send them their login information via email. Each account holder will then receive an automated email from noreply@intellicentrics.com with their login information.

Upon their initial login they will be able be asked to complete their account details and create a secure password.

All Division and System Administrators will need to be added by IntelliCentrics please contact your Implementation Team member or your Host Support Specialist.