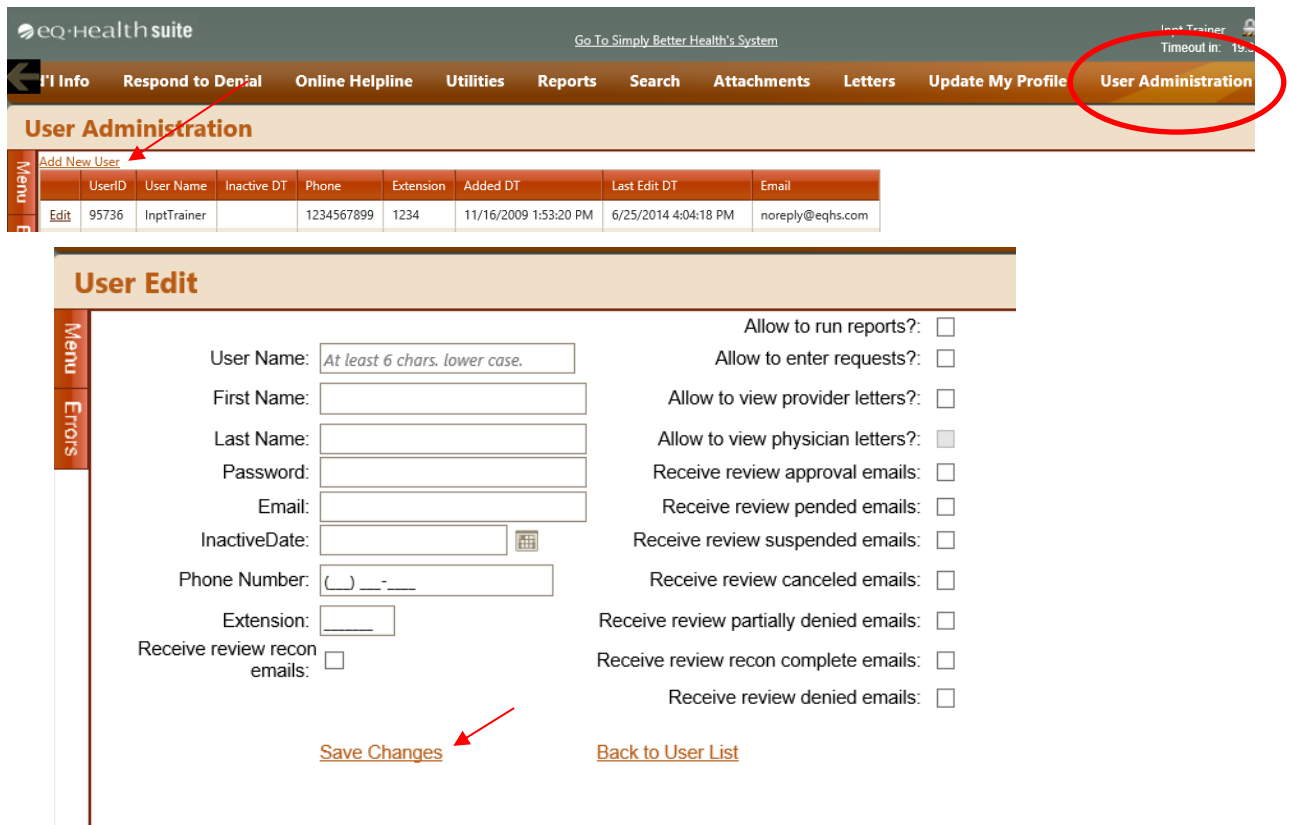**Purpose:** This guide serves as a tool on how to create a new user account in eQSuite®. Please note that only System Administrators will have the User Administration Tab to create additional user accounts.

Log into eQSuite®

➢ Click on **"User Administration"**

➢ You will click on **"Add New User"**

Complete all fields **except** the inactive date

o If you enter an inactive date this will terminate the account and the user will no longer be able to access eQSuite®

o The only time you should enter an inactive date is if the employee is no longer with the company or they no longer need access to the portal.

o Check the boxes off to the right, this will allow or restrict certain functions within eQSuite® for the user.

- Once you have entered all fields click on **"Save Changes"**
- If you need to make changes to an existing user account, click on **"Edit"**
  - Make changes to a first/last name
  - Make changes to an email or phone number
  - Check/uncheck boxes for user functions
  - Change a password
  - You **cannot** change or edit the username
- Once you have made the changes, click **"Save Changes"**