

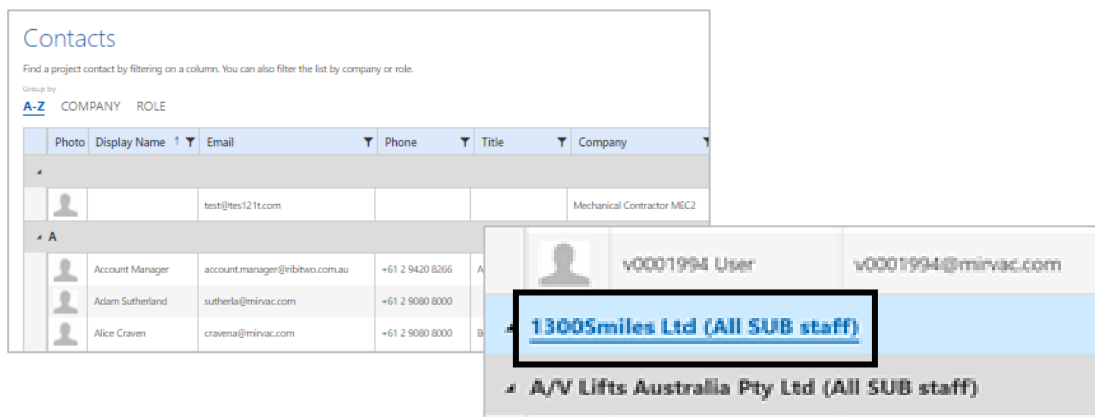
Note: The following process can only be performed by a Contacts Admin

Complete these steps if a user cannot be found via the **Import Users** function.

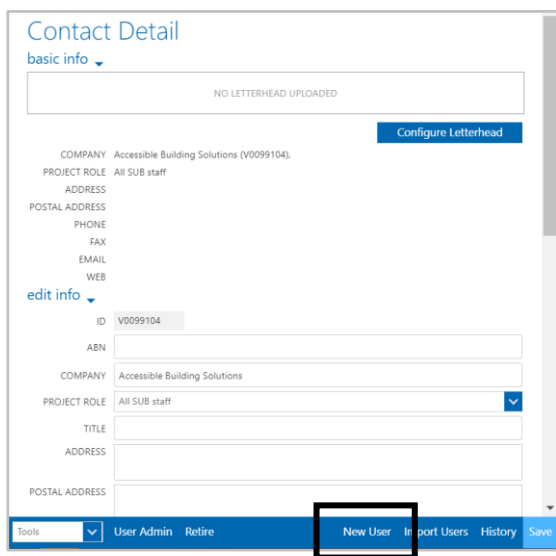
1. On the **Project Toolbar**, click **Contacts**.



2. From the **Company** tab, search for the required Company. Once located, click the **Company Name**.



3. On the **Contact Detail** screen, click **New User**.



4. Complete the following fields:
 - a. Email
 - b. First Name
 - c. Last Name
 - d. Select one of the three options from the dropdown list.
 - e. Click the checkbox to **Select project(s)** and select from the list.

5. On the **Contact Detail** screen, click **Save**.

Add User

a EMAIL

FIRST NAME **b**

c LAST NAME

PREFERCODE

USER TYPE

ACCESS LEVEL

JOB TITLE

ADDRESS

POSTAL ADDRESS

PHONE

FAX

MOBILE

NOTES

Please select an option to proceed

Add user to this project **d**

Select project(s) **e**

Add user to selected groups in the selected projects

UTILITIESADMINS x CONTACTSADMINS x

Create Another