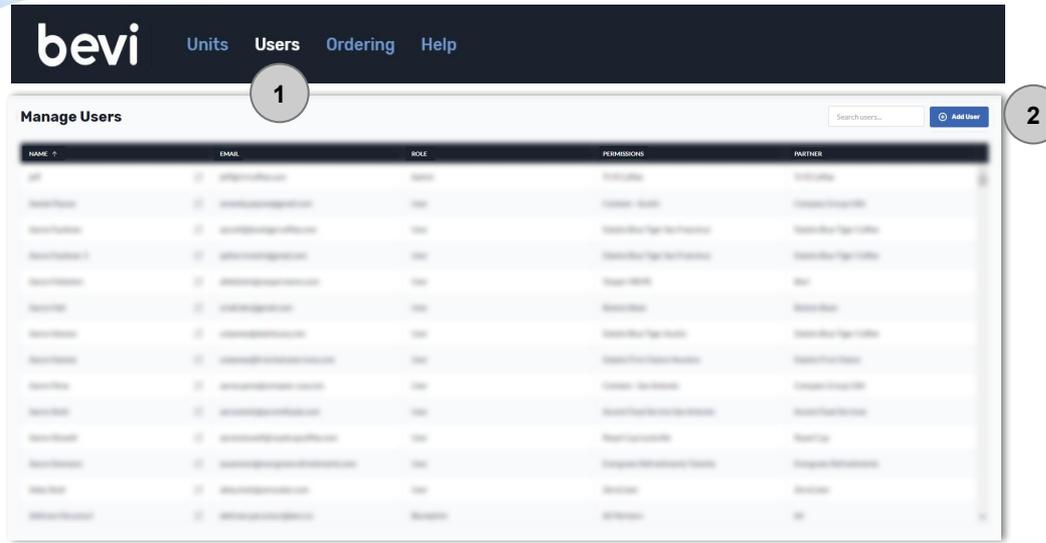


How do I Add Users to my Account?

Navigate to well.bevi.co/portal



1. Click **“Users”** on top left of screen to see a list of all users within your organization with Well accounts. *(see image above)*
2. Click **“Add User”** to create new Well accounts. *(see image above)*
3. Fill in **first name, last name, email address, and role**. (e.g., Admin (a) or User (b)).
 - a. Accounts with a role set as **Admin** can add/delete users and set permissions for what machines are visible to which account holder.
 - b. Accounts with a role set as **User** can access only Units Inventory.

Note: The search users feature allows you to easily search for specific user accounts to edit permissions or remove access.