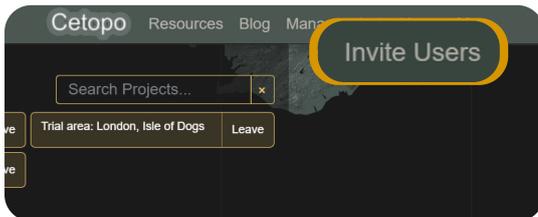


Cetopo 101

A GUIDE TO MANAGING USER ACCOUNTS

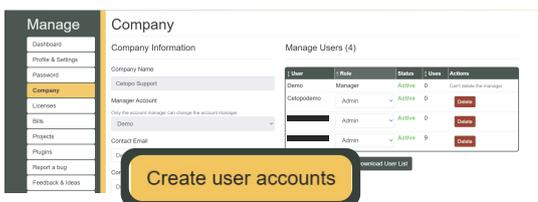
EACH USER IN YOUR COMPANY SHOULD HAVE THEIR OWN ACCOUNT, USING A COMPANY EMAIL ADDRESS



STEP 1 : The 'Invite Users' tab

Once logged into Cetopo, navigate to the 'Invite Users' tab, found in the top ribbon.

This can also be found in the manage tab, under Company.



STEP 2 : Add new users

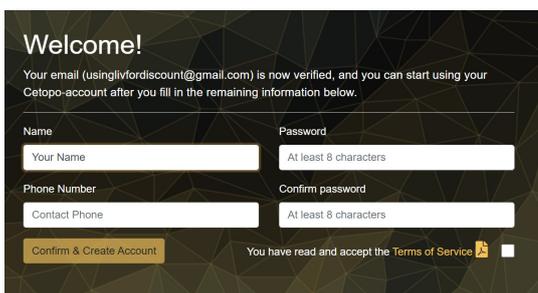
In the **Company** tab, click **Create user accounts** on the right. This takes you to a user invite form.



STEP 3 : Add user information

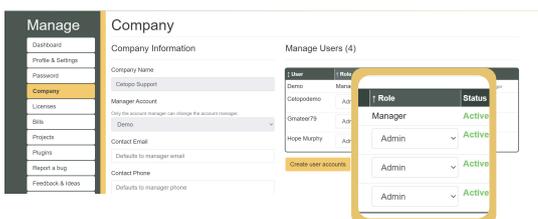
To add a new user, you'll need to input their email, with your company domain, and assign them a role.

User roles can be changed once the user accepts the invite so don't worry if you're not sure which to choose!



STEP 4: User accepts invite

The new user will now get an email from **support@cetopo.com** prompting them to accept the invite to join Cetopo.



STEP 5: Edit user roles (optional)

If you want to edit a user's role, i.e. change them from 'user' to 'admin', this is done in the **Company** tab of the **Manage** page.