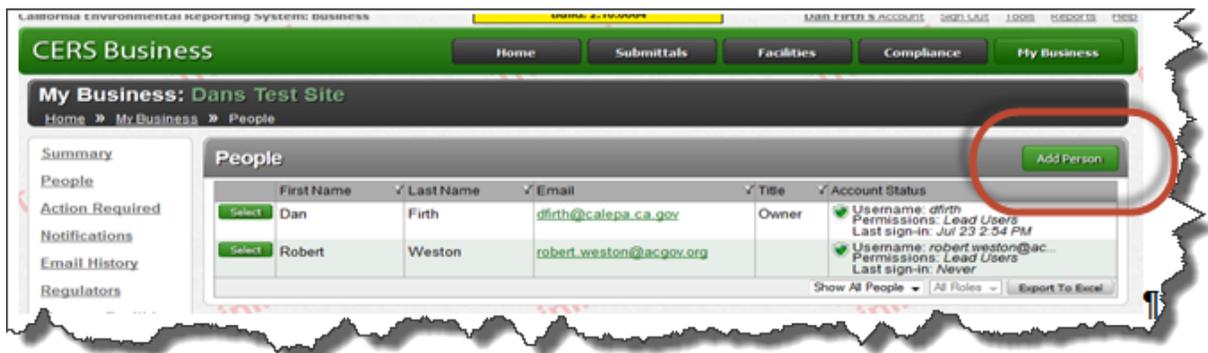## Adding a New User (Businesses with Two or More Facilities)

It is easy to authorize someone to have access to your facilities in CERS. This brief document shows how to add a new person/user to your CERS business who does not already have a CERS Account. This process sends an automated emailed invitation for the potential user to get a CERS User Access Account. Once added, the new user will have access to **ALL** facilities within your CERS business/organization. The first few steps are the same for new and existing CERS users.

1) Start from your home page and select "People/Users" from your Common Tasks section or click on the "Manage People" link under the "My Business" button at the top of your home page.

2) A screen will display all of the users currently associated with your facility. To add another user, select the "Add Person" button on the right side of the screen

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3) A new screen prompts you to input the email address of the person you wish to add. Enter the email account in both fields then select the "Continue" button.

4) CERS will check to see if a CERS Account has already been exists for that email address. If not, you will be prompted to provide the person's first and last name, phone number, and job title. Fill in the fields and select the "Continue" button.

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5) Select the desired user permission level you wish this person to have and click on the 'Save' button. Note also that this is the same screen where you can delete a user.

6) CERS will send an automated email invitation to the user. The email contains instructions for them to follow to activate their new CERS Account. Once activated they will be added as a user to your business. If they do not activate their CERS Account within 30 days, the account invitation expires and you would need to resend the invitation.

In the following screen you can see *Test Person* has been added as a person/user for your business, but they can't access CERS until they activate their account as instructed in the account invitation email they received. Once they activate their account their status will change automatically.

END

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