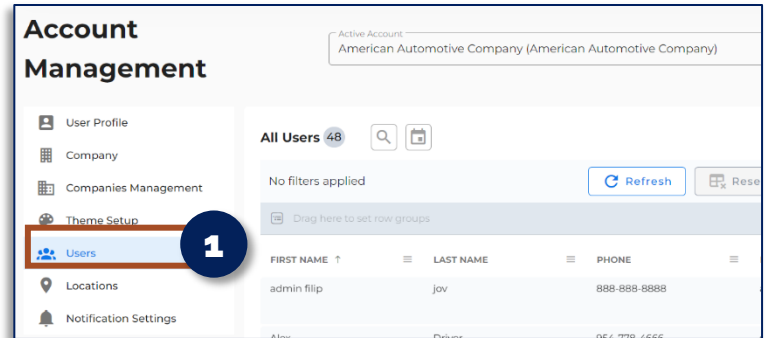# ACCOUNT MANAGEMENT
USERS ACCOUNT JOB AID

This job aid show how to manage users associated with your Hitch account by adding, editing, or deleting account users.

FROM THE ACCOUNT MANGEMENT PAGE

1. From the Account Management page options on the left, click **Users**
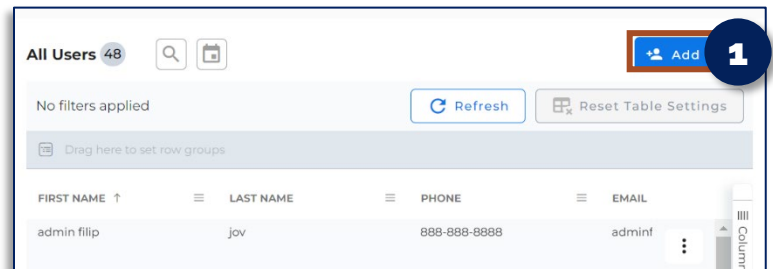
The Users screen will display.

TO ADD A USER

1. **Click** Add User

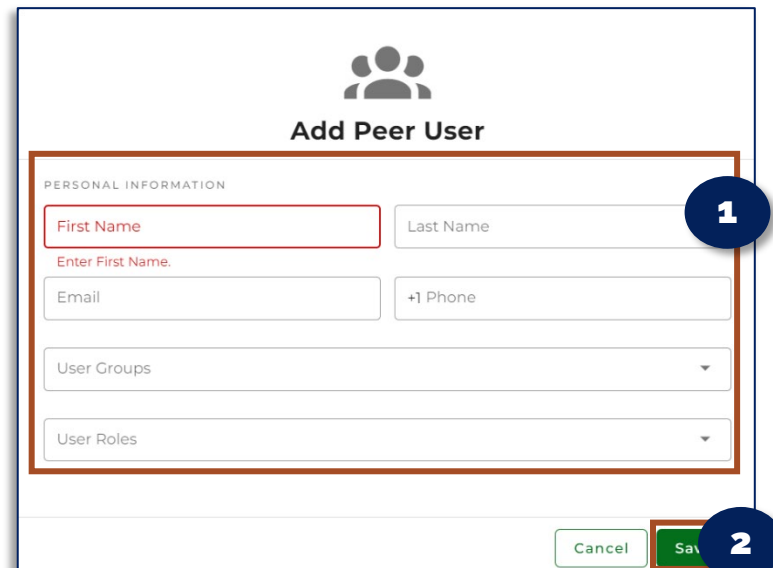The window **Add Peer User** will appear.

COMPLETE ADD PEER USER INFORMATION

1. Complete the personal information:
   - First Name
   - Last Name
   - Email
   - Phone
   - Select User Groups from drop down list
   - Select User Roles from drop down list

2. Click **Save**

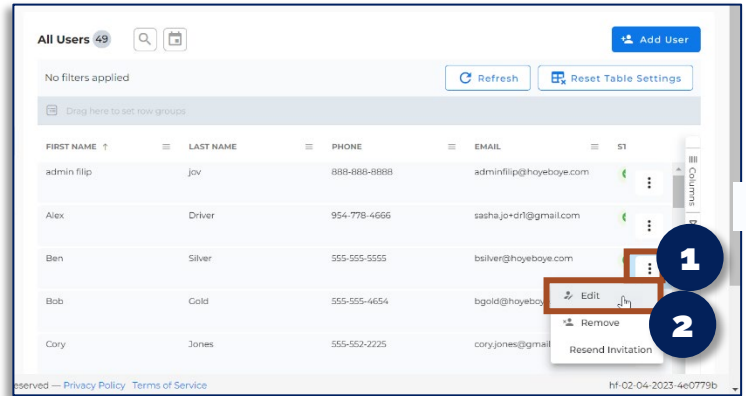The added user and their information appear on user list.

ACCOUNT MANAGEMENT
USERS ACCOUNT JOB AID

This job aid of the Account Management – Users account page continued

TO EDIT USERS INFORMATION

1. **Click the three dots** ⋮ located to the right of the selected user
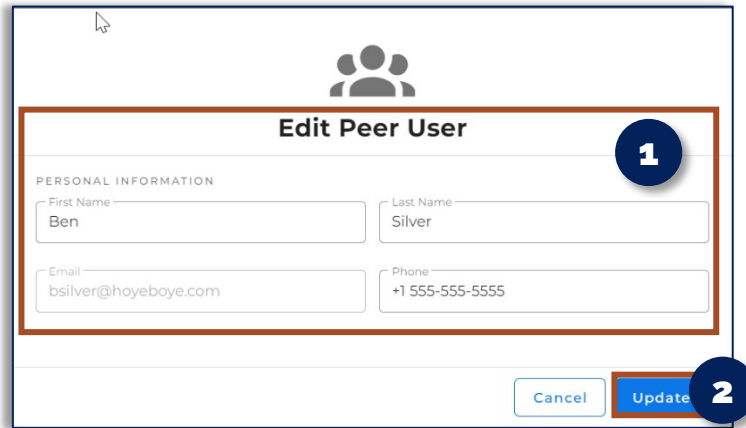2. Select **Edit** from the drop down list

The window **Edit Peer User** will appear.
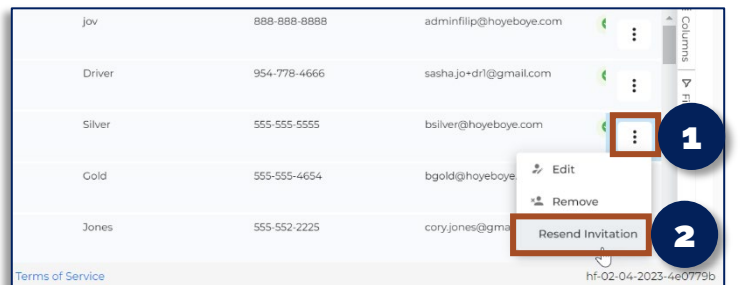
EDIT INFORMATION

3. Edit User information where needed
4. Click Update when finished

> **NOTE:** Contact a RunBuggy Administrator to change information that is grayed out on screen.

TO RESEND USER'S INVITATION

1. **Click the three dots** ⋮ located to the right of the selected user
2. **Click Resend Invitation** to user to join the platform

TO REMOVE USER'S FROM PLATFORM

1. **Click the three dots** ⋮ located to the right of the selected user
2. **Click Remove** to remove user from the platform