

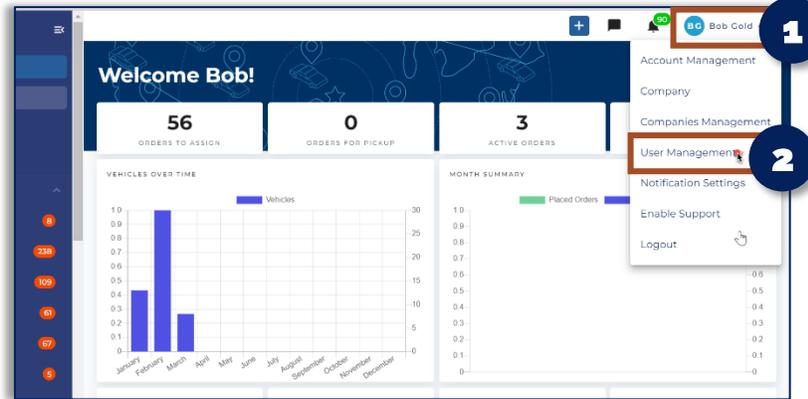
HOW TO ADD A USER ROLE JOB AID

This job aid show how to add users associated with your Hitch account.

FROM THE DASHBOARD

1. Click your name at the top right-hand corner from the drop down
2. Click User Management

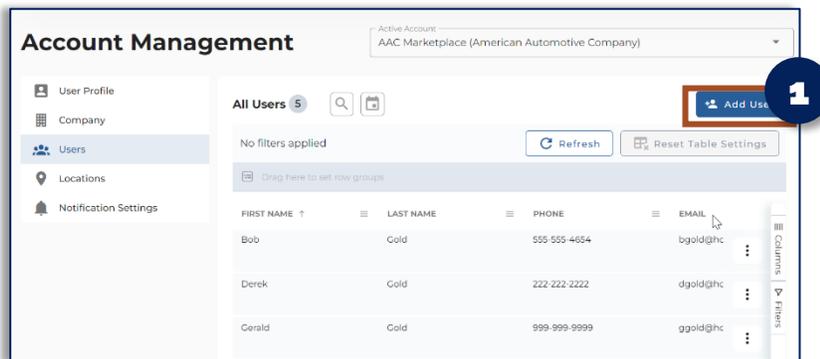
The Users screen will display.



TO ADD A USER

1. Click Add User

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

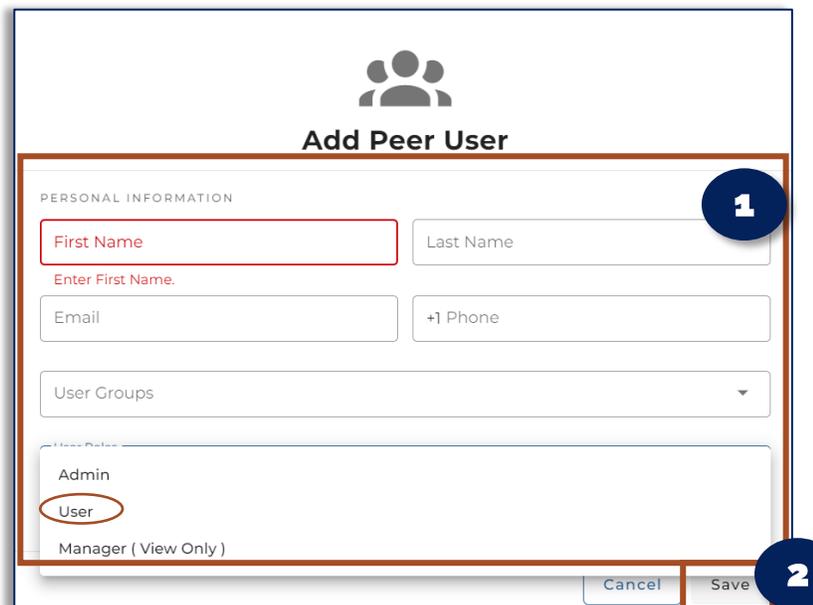


COMPLETE ADD PEER USER INFORMATION

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



NOTE: Do not enter a User Group. User Groups are assigned by Admin roles only.



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ADDED USER TO RECEIVE TWO EMAILS



NOTE: First email is to inform the new User their account has been created. The second email includes a link to sign in to RunBuggy.

