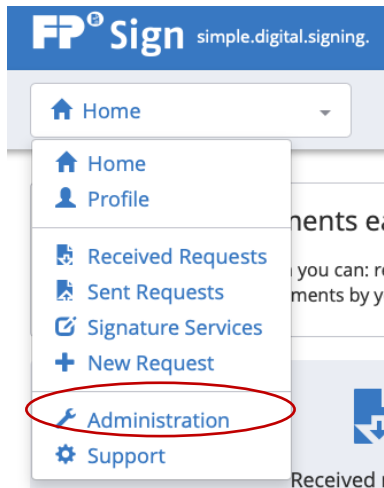## Adding new users:

1. After receiving email confirmation of your FP Sign subscription, please log in to your FP Sign account.

2. As shown in the image below. Please click the 'Home' dropdown menu from the left hand side of the page.

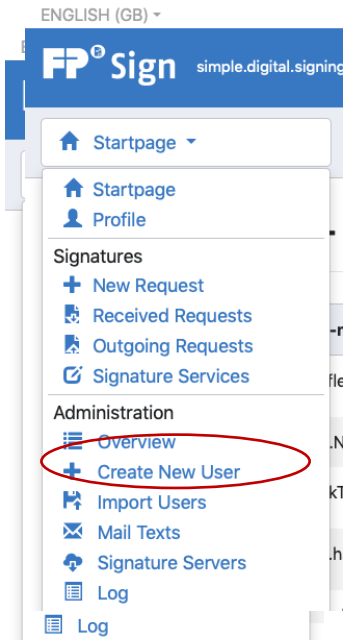   Then select "Administration"

3. You will then be taken to an overview of your FP Sign account.
   Please re-select the "Startpage" dropdown menu that appears on the left hand side as shown in the image below.
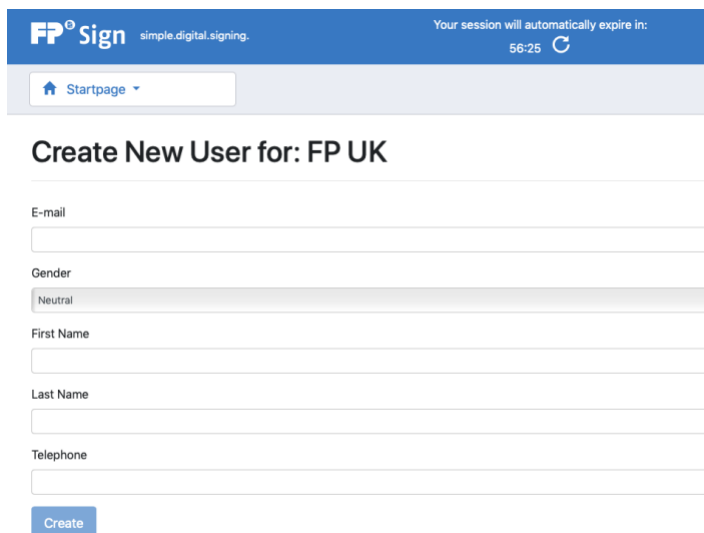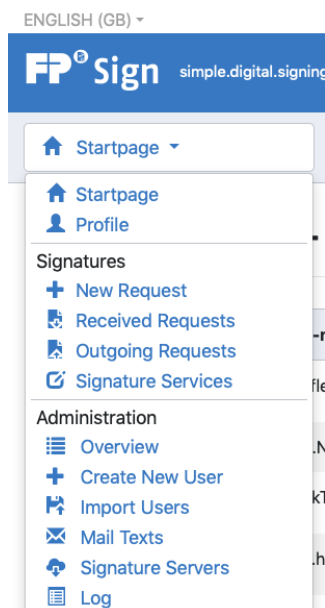
4. From here you will be able to add your additional licenses (users.)

   To invite your users manually please select the option "Create New User" as shown in the image below.

5. You will be taken to the following page that allows you to add the user's details such as name and email address.

6. Once you have clicked create the user will then receive an email from FP Sign allowing them to login to their account.