

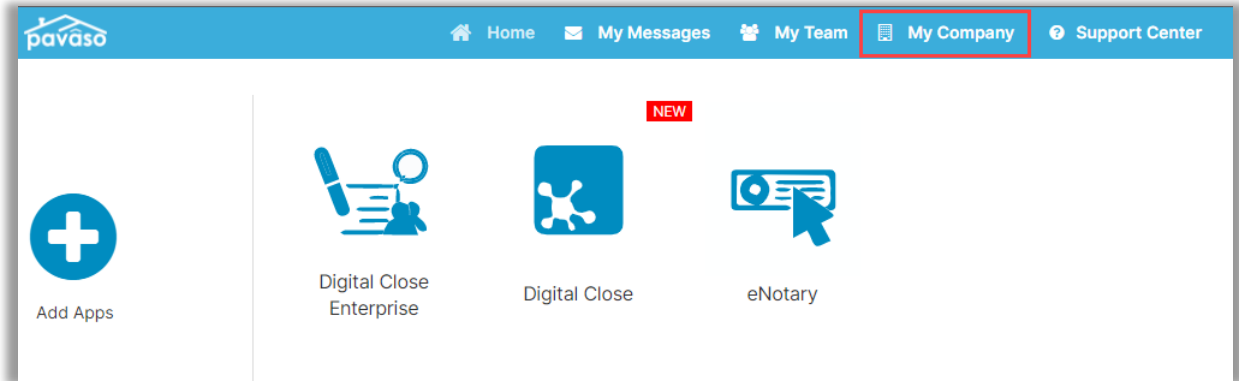


My Company – Adding a User

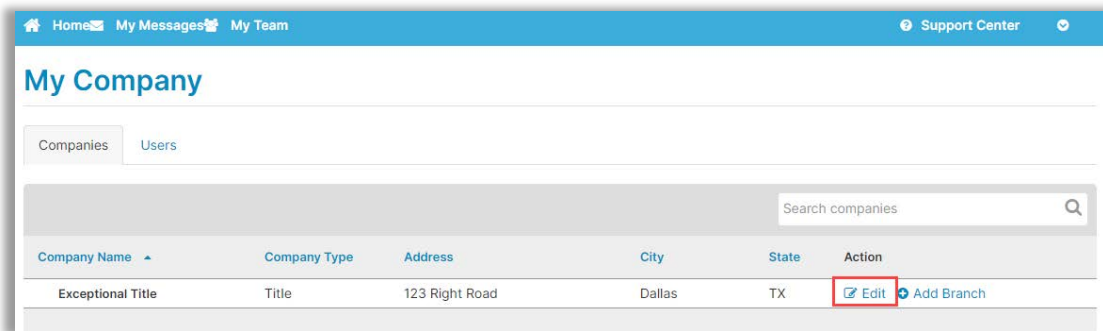
Log in to your Pavaso account.

Select **My Company**.

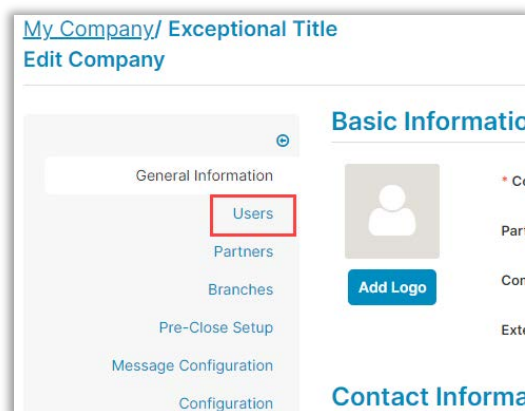
Note: Only available to Company Administrators.



Select **Edit**.



Select **Users**.





Select **Add User**.

The screenshot shows the Pavaso interface with the 'My Company' page. The 'Add User' button is highlighted with a red box. The page title is 'My Company/ Exceptional Title Edit Company'. The left sidebar shows 'General Information' and 'Users'. The main content area has a table with columns: First Name, Last Name, Suffix Name, User Name, and Email.

The screenshot shows the 'Details for' page for adding a user. The page title is 'My Company/ (Training) BH Title Edit Company'. The left sidebar shows 'General Information', 'Users', 'Partners', 'Branches', 'Company Branding', 'Pre-Close Setup', 'Message Configuration', 'Configuration', 'Integrations', 'Closing Methods', and 'Company Configuration'. The main content area has a form with the following fields and buttons:

- User Status:** Active (dropdown)
- User Type:** User (dropdown), Primary Admin (checkbox)
- * Email:** elizacloser@mailinator.com
- * First Name:** Eliza
- User Name:** (text field)
- Middle Name:** (text field)
- * Last Name:** Closer
- * Role:** Closing Agent (dropdown)
- Suffix Name:** (text field)
- * Default Role:** Closing Agent (dropdown)
- Test User:** (checkbox)
- API User:** (checkbox)
- Show Create Order:** (checkbox, checked)
- Buttons:** Cancel, Save, G (green circle with 'G')

Pavaso Support

Support Hours: <https://pavaso.com/contact/>

Phone/ Closing Hotline: (866) 288-7051

Email: support@pavaso.com

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