

Log into the **Customer Administration Portal**.

Users are added and managed in the **Administration** section, specifically the **Administration** and **Access** menu.



User Info	Extension Phone Number (Location)	Privileges	Options
<input type="checkbox"/> Clearwave Training 1 training1@cvf.com	1010 (618) 992-2221 (Marion) 1011 (618) 992-2223 (Marion) 5 More.	UserName : Tags : Role : Admin Contact : Primary, Billing Status : Active	Edit Resend Welcome Mail
<input type="checkbox"/> Clearwave Training 10 training10@cvf.com	1008 (618) 992-2213 (Marion)	UserName : Tags : Role : End-User Status : Active	Edit Resend Welcome Mail Set as Primary Contact Set as Billing Contact

1. In the menu on the left, click on **Administration**.
2. Scroll down to the **Administration** and **Access** menu item.
3. Near the upper right-hand corner, click on the **Green + User** button.
4. Complete required field (First Name, Last Name, Email Address, Labels and optional Tags, and Role).
5. Click the green **Create User** button to complete.

*Every seat must have a user, but the users do not have to be unique.*

*If you are going to fully configure all aspects of the **PBX**, you will need to be an **Admin**.*

Once the user has been created it can be assigned in the **Locations** tab.