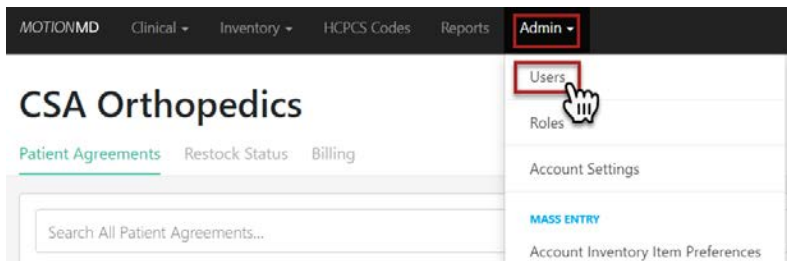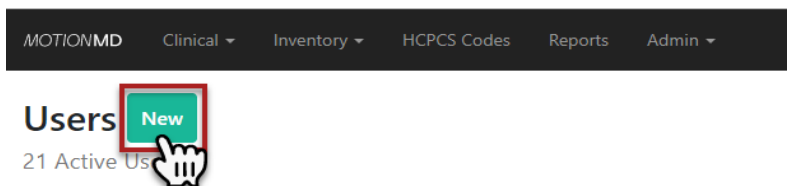## CREATE A NEW USER

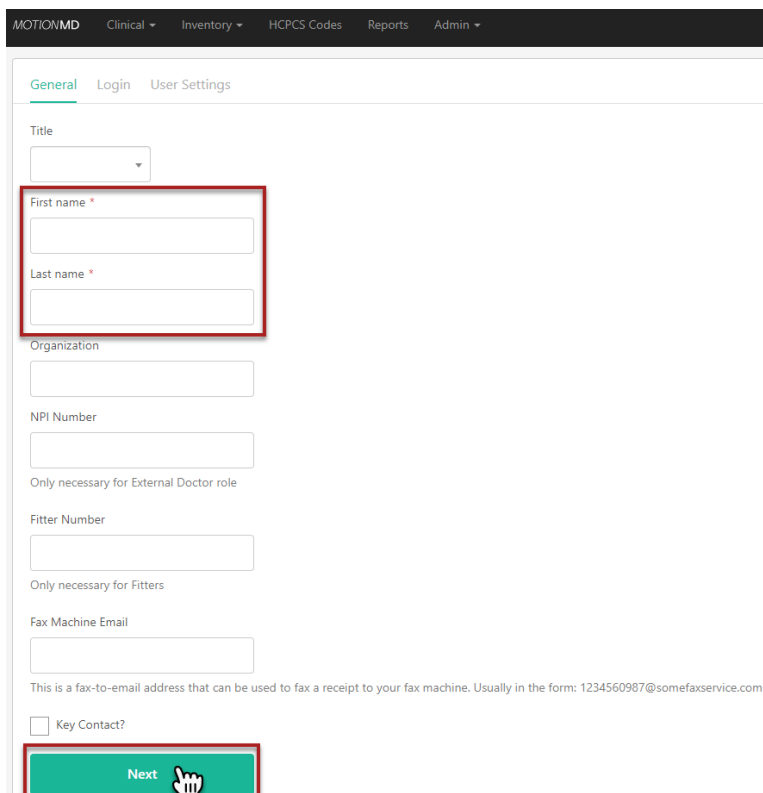An admin user can **Create A New User** at any time by following the steps outlined below.

On the main dashboard navigate to the **ADMIN** tab and select **USERS** from the dropdown menu.
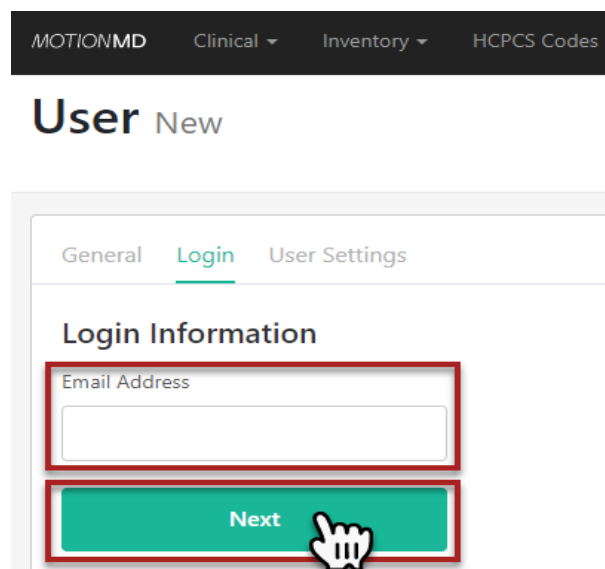

Click **NEW**.

Under the **GENERAL** tab, enter user's first name, last name and Click **NEXT**.

CREATE A NEW USER

Under the **LOGIN** tab, enter user's e-mail address. This will be their MotionMD login. Click **NEXT**.

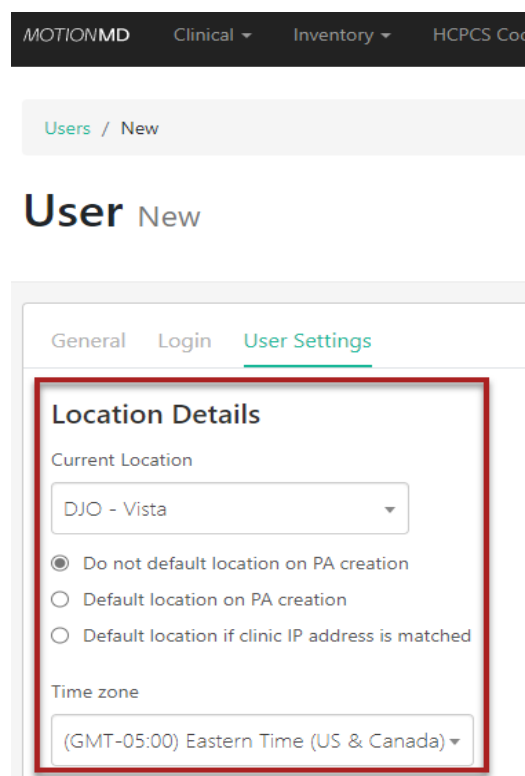Under the **USER SETTINGS** tab, set the user's location, PA creation default location (if needed), and time zone.

CREATE A NEW USER

Select the user's roles and click **CREATE USER**. Once created, the user will receive a welcome email with instructions on how to activate their account. Reference the MotionMD Roles Overview Guide for additional information on role functionality.

Security Information

Roles

- ☐ Admin
- ☐ Billing
- ☐ Clinical Coordinator
- ☐ Clinical Specialist
- ☐ Collector
- ☐ Commercial Billing
- ☐ Customer Care
- ☐ External Clinical Specialist
- ☐ Intake
- ☐ Inventory Admin
- ☐ Inventory Counts
- ☐ Key Account Rep
- ☐ MotionIQ
- ☐ PA Creator (Do not add this role with any other role(s). PA Creator role is to be selected only for users with limited PA creation capabilities.)
- ☐ Procurement
- ☐ Protocol Creator
- ☐ Protocol Financial Reviewer
- ☐ PSR
- ☐ Sales Rep
- ☐ Scheduler
- ☐ VeriPro Collector

User type

System ▾

Create User   Cancel