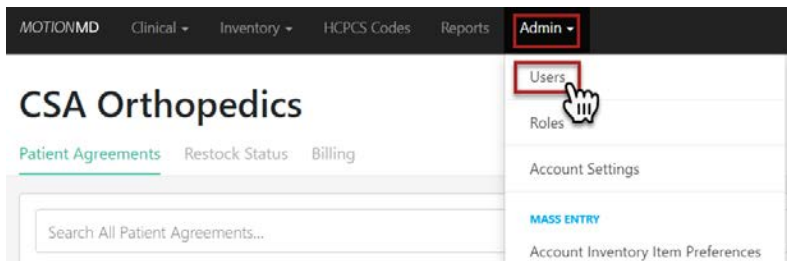


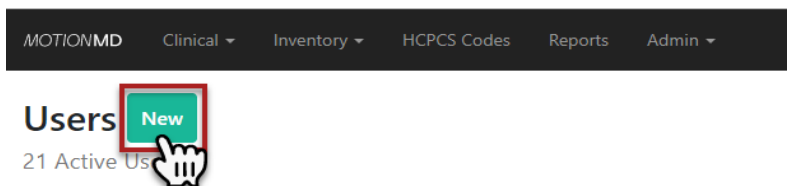
CREATE A NEW USER

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

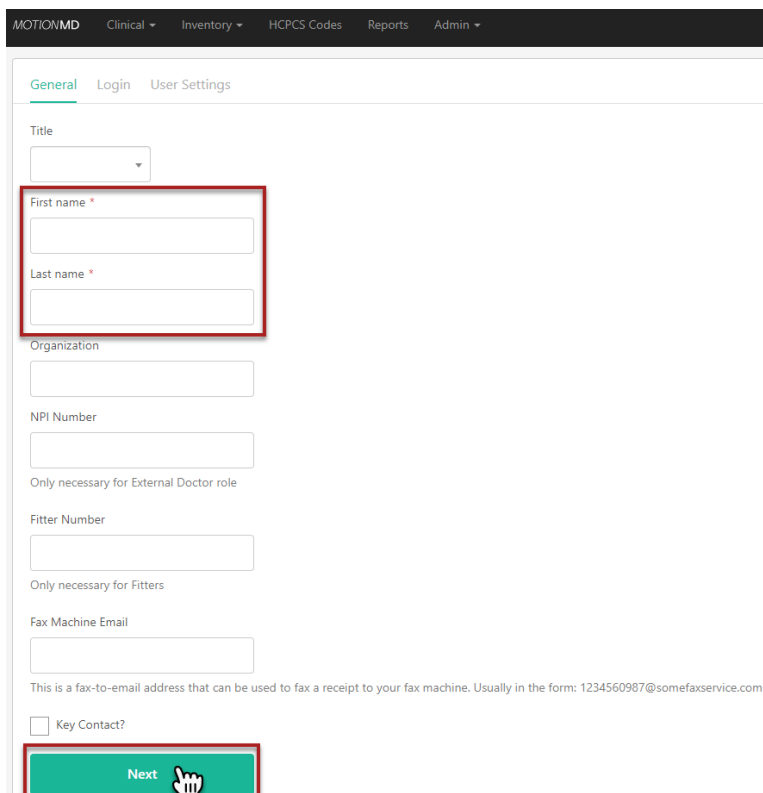
On the main dashboard navigate to the **ADMIN** tab and select **USERS** from the dropdown menu.



Click **NEW**.



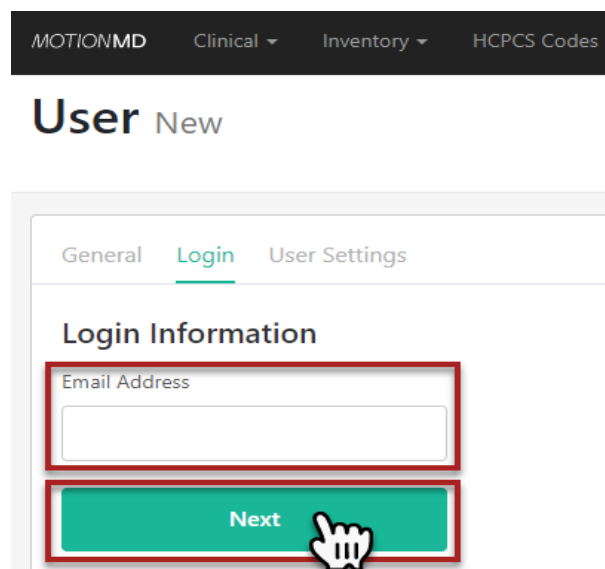
Under the **GENERAL** tab, enter user's first name, last name and Click **NEXT**.



The screenshot shows the MOTIONMD user creation form. The 'General' tab is selected. The form includes fields for Title, First name, Last name, Organization, NPI Number, Fitter Number, Fax Machine Email, and a checkbox for 'Key Contact?'. The 'Next' button is highlighted with a red box and a hand cursor. The form also includes a note about the Fax Machine Email field.

CREATE A NEW USER

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



MOTIONMD Clinical Inventory HCPCS Codes

User New

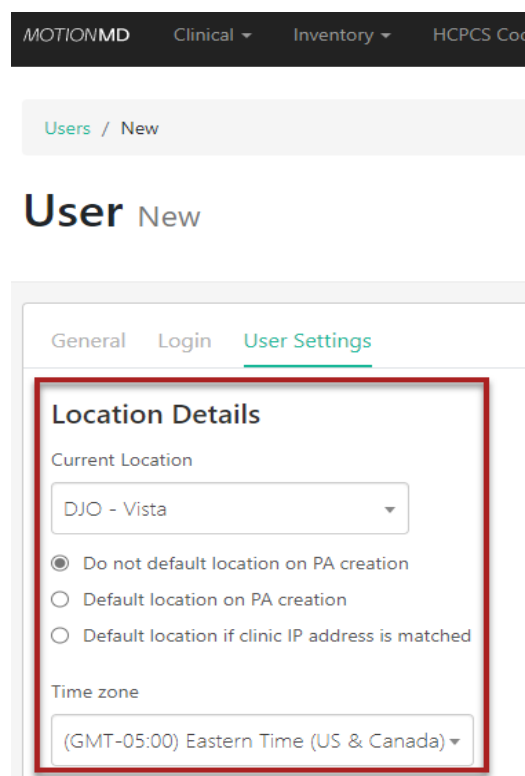
General Login User Settings

Login Information

Email Address

Next

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



MOTIONMD Clinical Inventory HCPCS Codes

Users / New

User New

General Login User Settings

Location Details

Current Location

DJO - Vista

☒ Do not default location on PA creation
☐ Default location on PA creation
☐ Default location if clinic IP address is matched

Time zone

(GMT-05:00) Eastern Time (US & Canada)

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