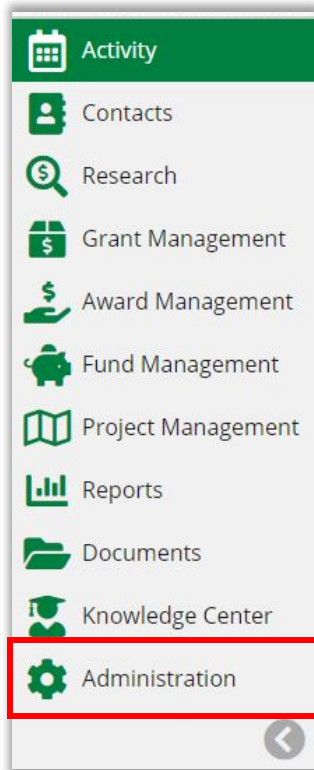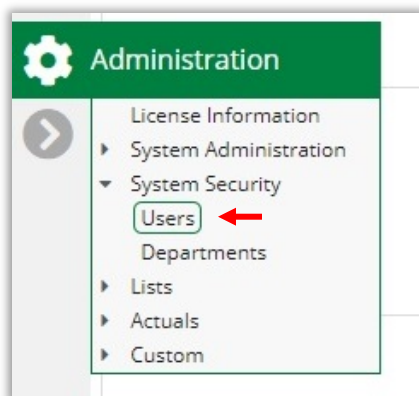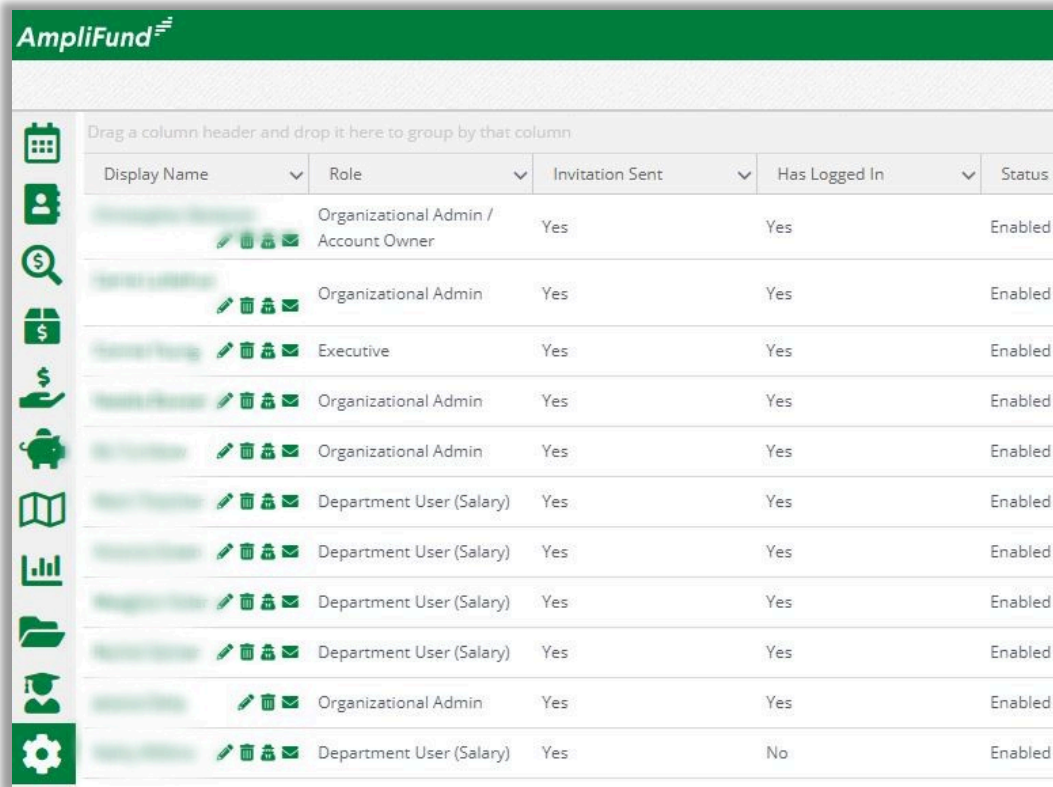# ADDING USERS IN AMPLIFUND

1. Log in to AmpliFund and click "Administration" from the navigation bar on the left-hand side of the screen.

2. From Administration drop-down menu, select system security, use the little black arrow on the right to open further selections.\
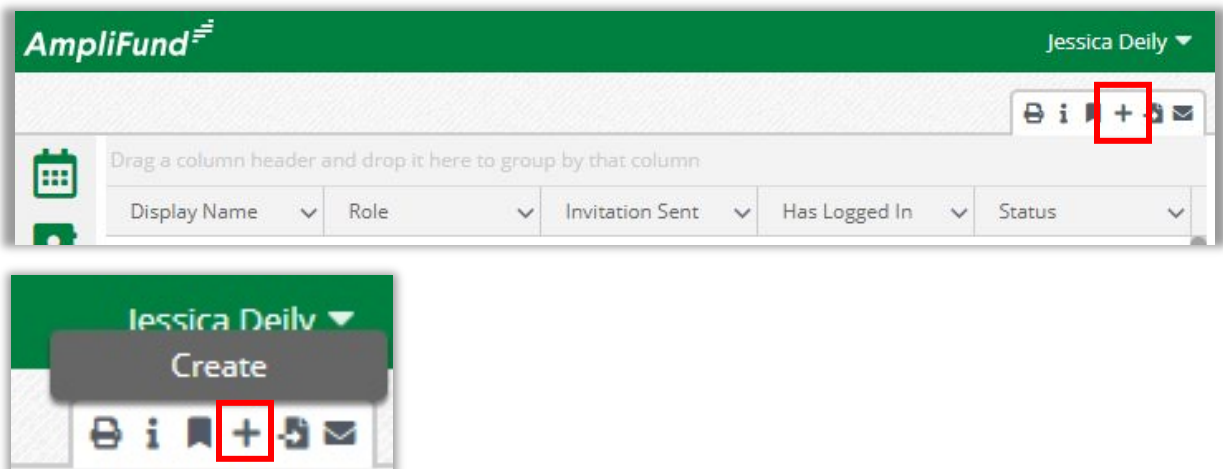
You will be taken to the Administration page:

You can vew all of the users that are currently built in the organizational profile. From here, you can Add a User or [Invite a User](#).

ADDING A USER

1. Click the '+' symbol in the upper right corner of the screen:

You will be taken to the Create User page:

2. Select the appropriate security role from the "Role" drop-down menu.

   For definitions and additional information about each role, please refer to the AmpliFund Security Roles Guide linked in the Recipient Resources section of the MBCC AmpliFund Resources page.

3. Enter the new user's information, then click the "Create" button at the bottom of the page:

INVITING A USER

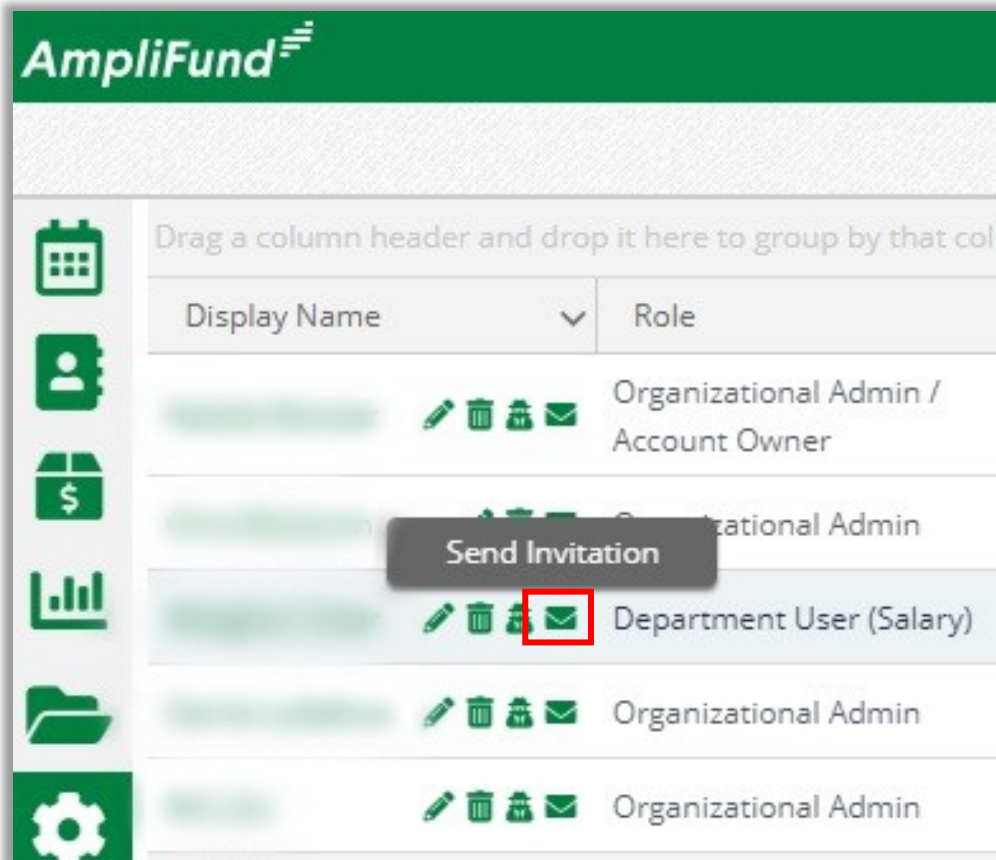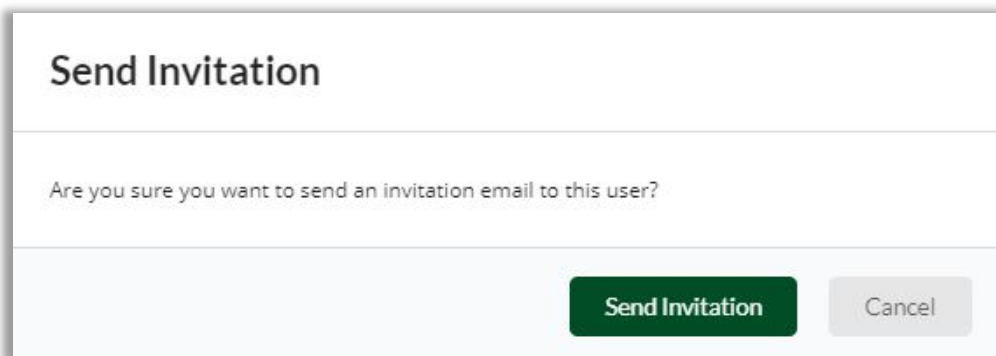1. From the Administration page, click the envelope icon next to the name of the user you want to invite:

The Send Invitation window will pop up:

2. Click "Send Invitation.