

How to Add a User (for Premium)

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1. Click on **Your Name** or the **Profile Menu**.

2. Select **Admin Panel**.



You will be routed to the Analytics Dashboard of the clinic.

3. Click on the **Users** tab.



4. Click on **+Add User**.



A pop-up window will appear.

5. If you have maxed out the available user seats of the clinic, you will see a notification that you have reached your user seat limit. Click on **Add User Seats Now** to proceed.



6. Input how many seats you would like to add. It will display the amount you will be charged depending on the number of user seats inputted.

7. Click on **Continue**.



The previous card details that you used during your subscription will automatically be selected for this purchase.

If you would like to use another card, click on **change**.

You will see a summary of the payment for additional user seats.

8. Click on **Proceed with Payment**.



You should see a notification confirming that your payment is successful. It will also show your total paid user seats for the clinic.

9. Click on **Add User Now** to create the user accounts.



10. Input the required fields for the user's **First Name**, **Last Name**, and **Email** of the user.

Note: Make sure the email address is valid and not repetitive to be able to proceed.

11. Click on **Add Users**.



A notification email with login instructions will be sent to the added users.



If you have any questions, please contact us at help@vsee.com

Last updated on: 31 March 2023

Tags

create account

premium

user seats