

Knowledgebase > VSee Clinic for Providers > How to Add a User (for Premium)

How to Add a User (for Premium)

Jay-Ileen (Ai) - 2023-04-14 - VSee Clinic for Providers

- 1. Click on Your Name or the Profile Menu.
- 2. Select Admin Panel.

VSee Clinic Dashboard Patients Schedule			Sarah Miller 👻
Welcome Sarah! Get training resources to your VSee Clinic Premium. Start Here			My Account Clinic Plans My Clinic
✓ Ready for Visits	0	Invite Patient Today's Schedule	Admin Panel Waiting Room Notifications
		No appointments at this	Invite Patient
There are no patients waiting at this time.		Reminder	Help Test Device
Invite Patients		No reminders at this time	Log Out
Powered by VSee			

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

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

VSee Clinic Dashboard	Clinic Room Schedule Users Repo	rt More-			Sarah Miller 🔻
Welcome Sarah! Get training resources to	your VSee Clinic Premium. Start Here				×
Week - Chis Week Mar 27 - Apr C	D2, 2023 >			Grid 🎟 🛛 Add widget 🕇	Layout 🔳
Sarah Miller Premium Clinic			★ Favorites Search	n clinic/room (minimum 3 chars)	۹
Visits Completed	Average Duration	Average Wait Time		Payment Collected	
3	7m	0.	7m	\$109	
Clinic/WR Utilization 🖋 Room 🔶 Active Providers 🖗 Sarah Miller Premium Clinic 1 100%	Visits Completed Appt Completed Walkin Appt Completed Walkin Appt Completed App	Utilization Breakdown Visits Completed 3 2 2 1 0 Mon	Appt Completed Walk	in Guest Visit	Sun
Average Wait Time 🖍 Room 🔶 CSR 🗸 Provider 🖗	Average Duration x [*] Room $\provement{\label{eq:Room} CSR}$ Provider $\provement{\label{eq:Room} Provider}$	Active Users Active Patients 	Active Providers		

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

USERS Users 1/1 paid user seats	Sarah Miller
Users 1/1 paid user seats	
	4 Add User
ID Full Name 🗉 Email All users 🗸 Search	Add Coct
C Select Last login 🗸 User Action	
2023-03-30 21:58:00 Sarah Miller D: 1000164693 User name: jayileen+premium@vseelab.com Status: ¥ Active Set D: jayileen+premium@vseelab.com	*

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.

VSee Clinic	Dashboard Clinic Room	Schedule Users Report More-	👤 Sarah Miller 🔹
USERS Users 1/1 paid user seats ID Full Name	Oops	, you have reached your user seat limit Increase your limit by adding more user seats Later Add User Seats Now	× + Add User
Select	Last login		Action
0	2023-03-30 21:58:00 Sign up: 2023-03-26 10:54:14 Status: T Active	baran Miller ID: 1000164693 User name: Jaylieen+premium@vseelab.com Emailgajieen+premium@vseelab.com VSee ID: Jaylieen+premium@vseelab.com Type: T Provider (CA)	▲ Edit Set password

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.**

VSee Clinic

Add User Seats to Your Clinic You currently have 1 paid user seat at \$49.00/month
How many user seats do you want to add now?
Cancel Continue
Powered by VSee

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**.

VSee Clinic

Credit card	
VISA 4242	change
Unused time on 1 user seat after 31 Mar 2023	-\$41.95 USE
Clinic Premium (Monthly) - 2 user seats	\$98.00 USE
Subtotal	\$56.05 USE
Total	\$56.05 USD

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.

VSee Clinic

Payment Successful You have successfully added 1 user seat to your clinic. You now have a total of 2 paid user seats. Later Add User Now	
Powered by VSee	

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**.

VSee Clinic	Dashboard Clinic	Room Schedule Users Rep	ort More -	👤 Sarah Miller -
USERS	Add Users to Your Cl A notification email will be	inic sent to these users with login instructi	ons.	×
Users	First Name	Last Name	Email	
1/2 paid user seats (First Name	Last Name	e.g. john@gmail.com	+ Add User
Select	You nave 1 user seat availabi	e. Need more user seats? Purchase here		
		Fmailtiavileen+premium@vseelab.cc		2 Set password
	Status: TActive	VSee ID: jayileen+premium@vseelab.	.com	C de passiona

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

VSee Clinic	Dashboard	Clinic Room	Schedule	Users	Report	More▼	1	Sarah Miller 🗸
Notification email have b	been sent to andrea.s a	anders@gmail.com						×
USERS								
Users								
2/2 paid user seats (8)							+ A	Add User
ID Full Na	me 🛔	Email	All	users	~	Search		
Select	Last login	-	User				Action	
	2023-03-31	06:30:39	Sarah Miller ID: 1000164693				Artau	Ť.

If you have any questions, please contact us at <u>help@vsee.com</u>

Last updated on: 31 March 2023

Tags	
create account	
premium	
user seats	