

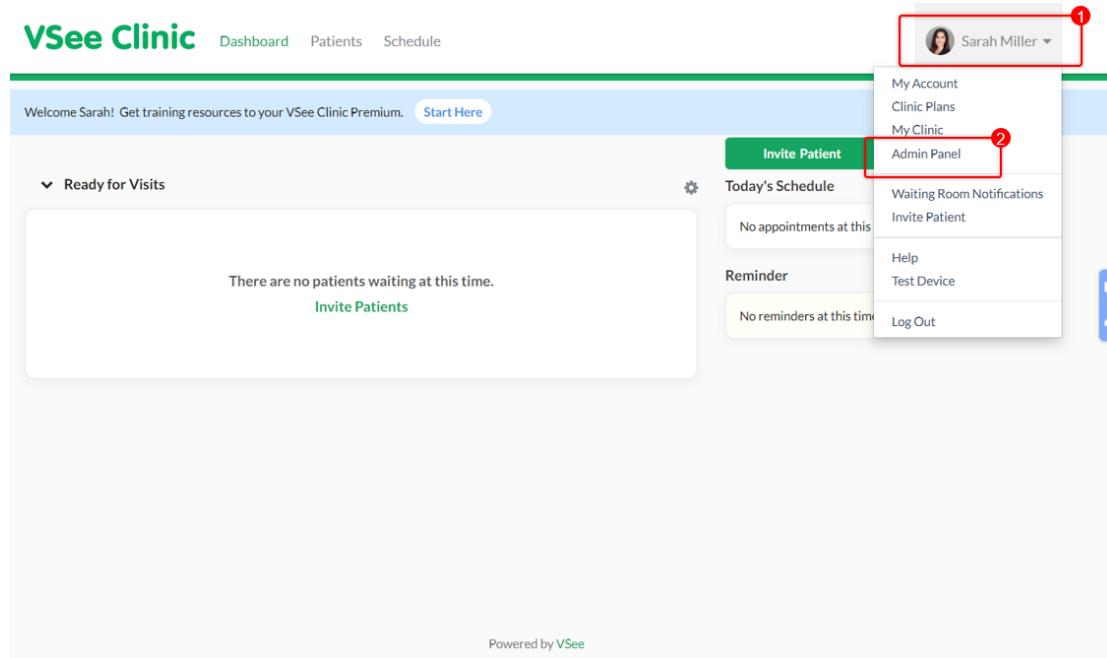


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How to Add a User (for Premium)

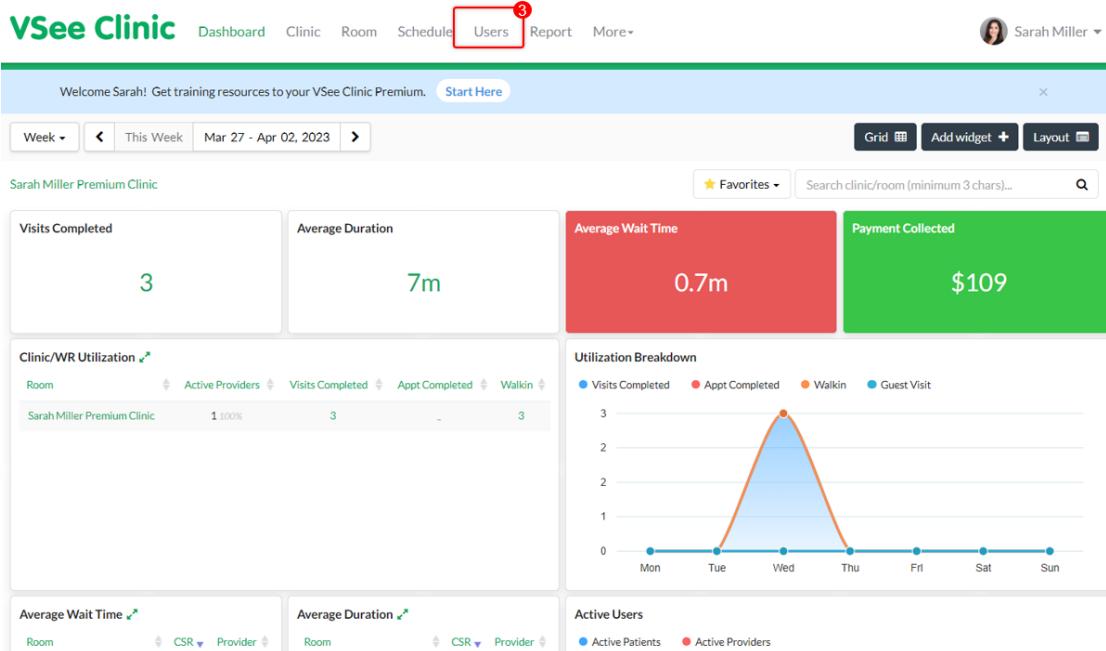
Jay-Ileen (Ai) - 2023-04-14 - [VSee Clinic for Providers](#)

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



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

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



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

The 'USERS' page shows the following details:

- Users:** 1 / 1 paid user seats
- Search:** ID, Full Name, Email, All users, Search button.
- Table:** A list of users with columns: Select, Last login, User, and Action.

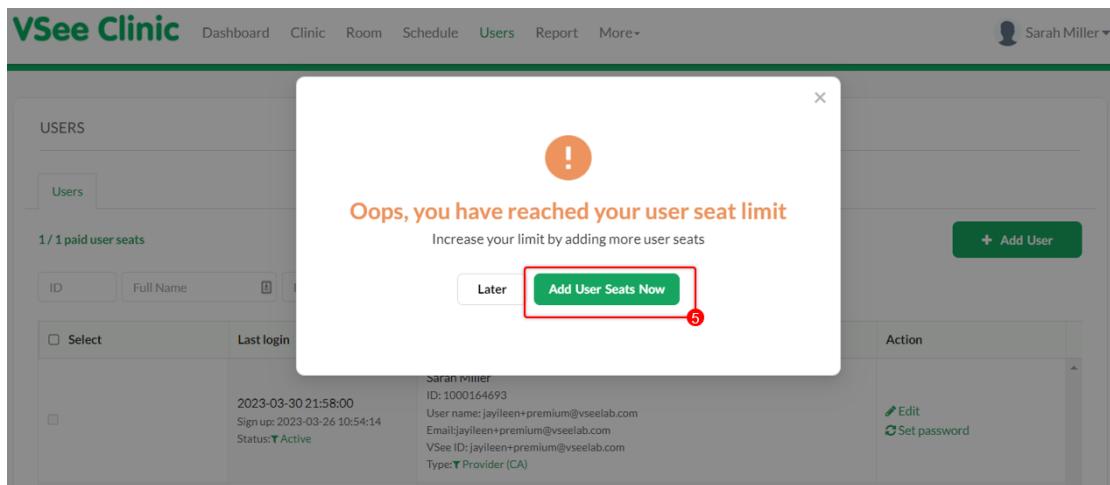
The table contains one user entry:

Select	Last login	User	Action
<input type="checkbox"/>	2023-03-30 21:58:00 Sign up: 2023-03-26 10:54:14 Status: Active	Sarah Miller ID: 1000164693 User name: jayleen+premium@vseelab.com Email: jayleen+premium@vseelab.com VSee ID: jayleen+premium@vseelab.com Type: Provider (CA)	Edit Set password

+ Add User button is highlighted with a red box and the number 4.

A pop-up window will appear.

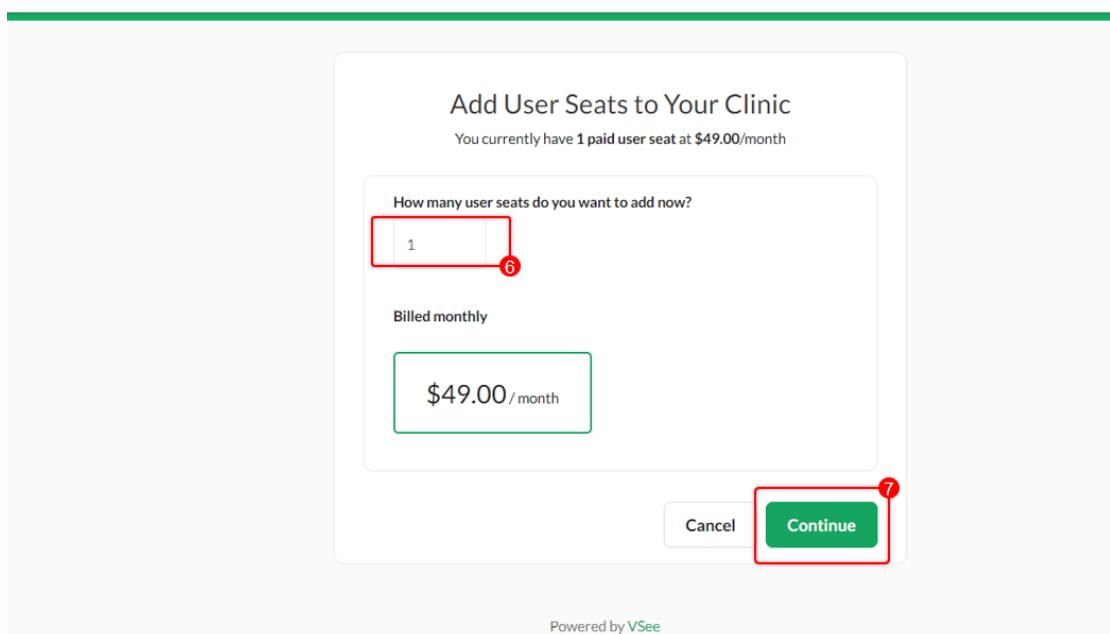
5. If you have maxed out the available user seats of the clinic, you will see a notification that you have reached your user seat limit. Click on **Add User Seats Now** to proceed.



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**.

VSee Clinic



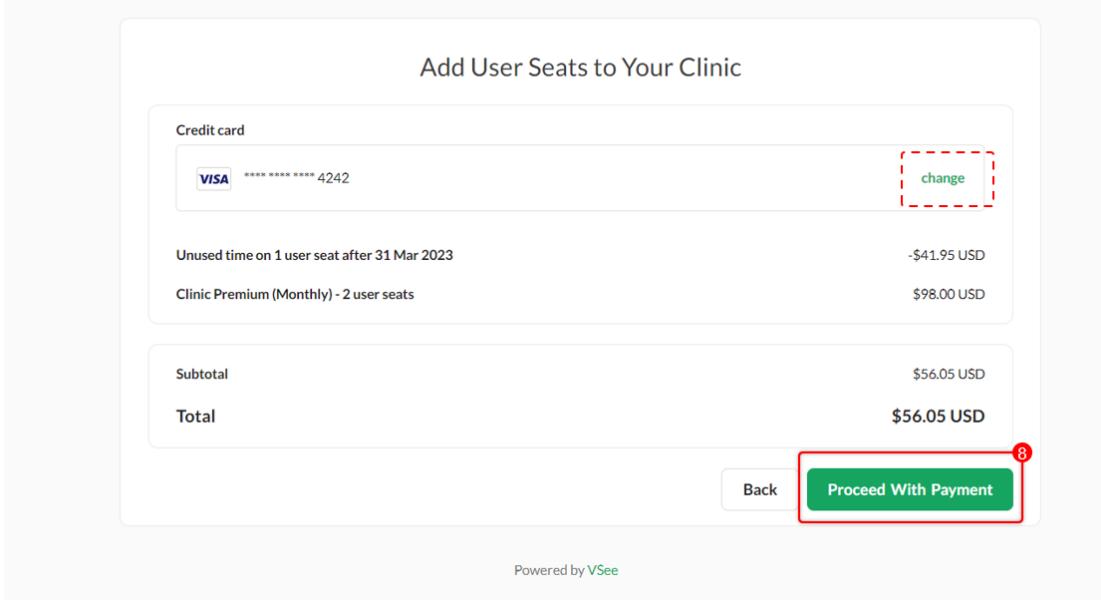
The previous card details that you used during your subscription will automatically be selected for this purchase.

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



Add User Seats to Your Clinic

Credit card

VISA **** 4242

Unused time on 1 user seat after 31 Mar 2023 -\$41.95 USD

Clinic Premium (Monthly) - 2 user seats \$98.00 USD

Subtotal \$56.05 USD

Total \$56.05 USD

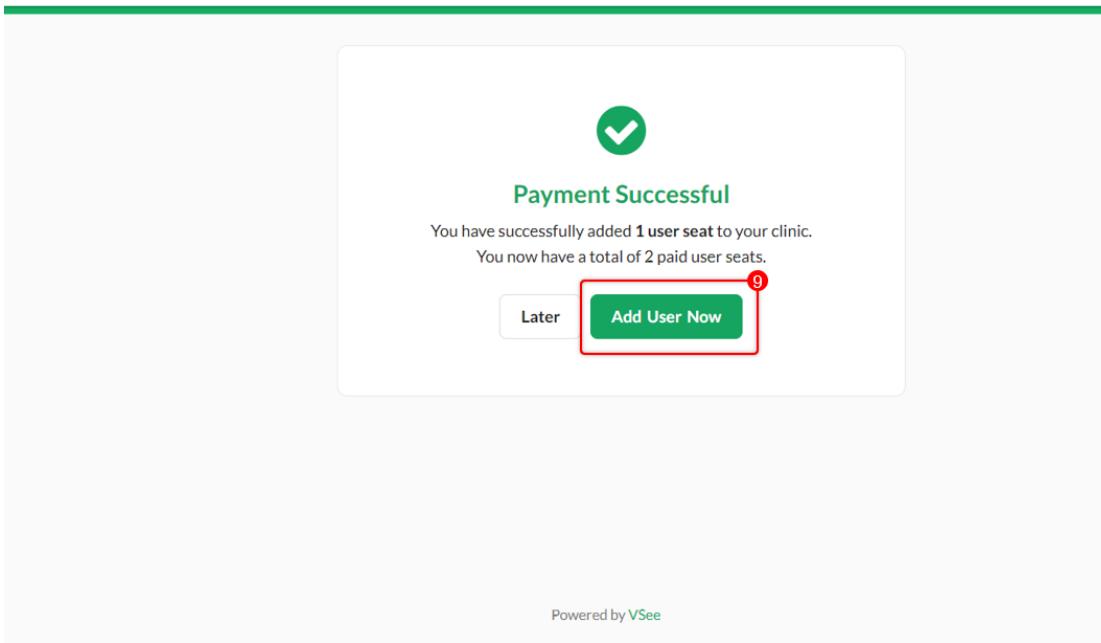
Back Proceed With Payment 8

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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**.

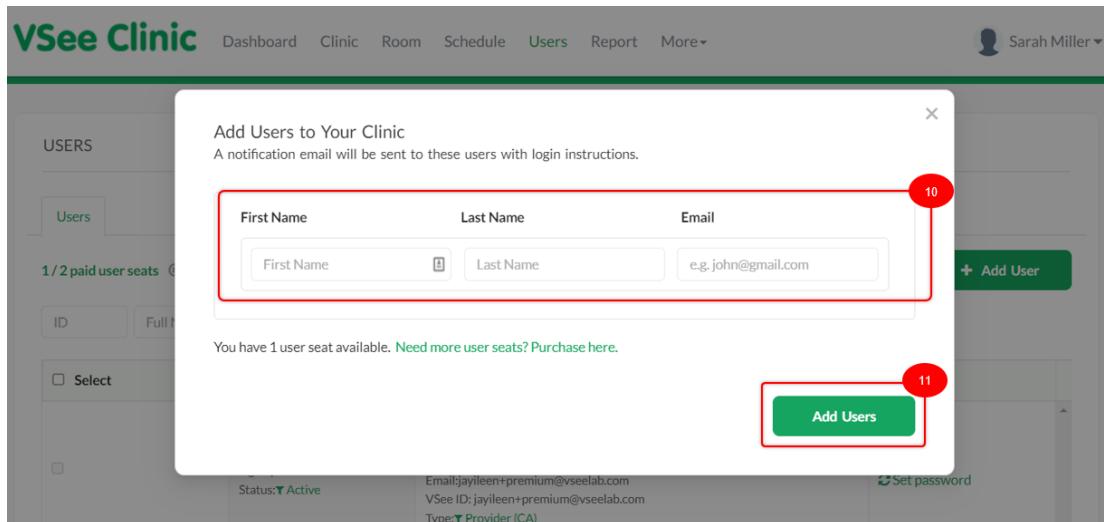
Later Add User Now 9

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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.

✓ Notification email have been sent to andrea.sanders@gmail.com

Select	Last login	User	Action
	2023-03-31 06:30:39	Sarah Miller ID: 1000164693	

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

Last updated on: 31 March 2023

- Tags
- [create account](#)
- [premium](#)
- [user seats](#)