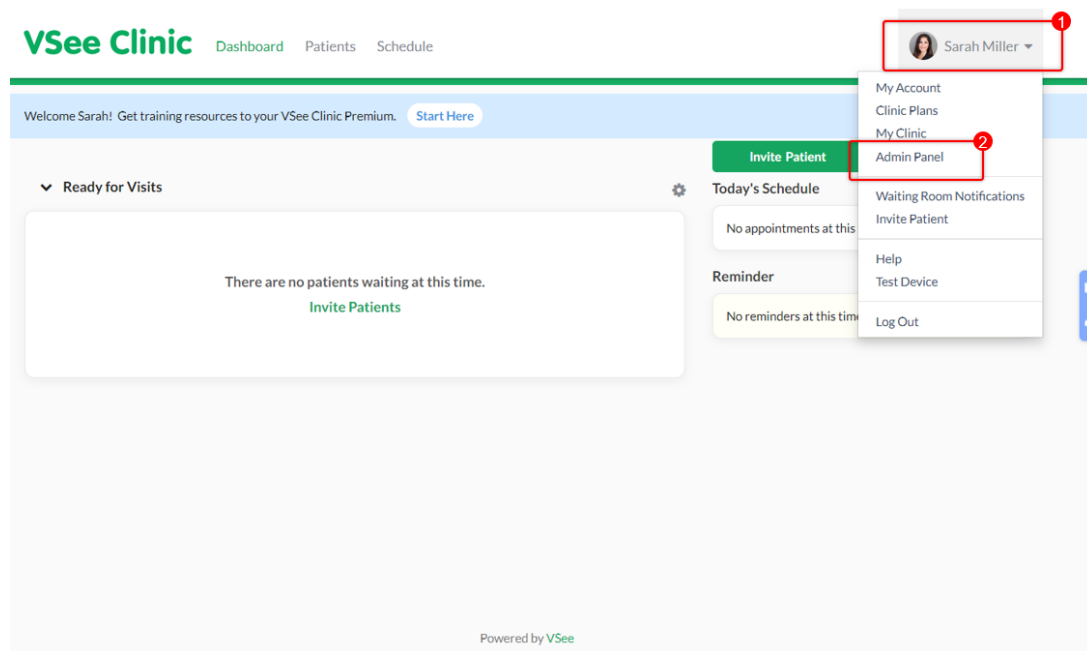


How to Add a User (for Premium)

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.

VSee Clinic Dashboard Clinic Room Schedule **Users** Report More- Sarah Miller

Welcome Sarah! Get training resources to your VSee Clinic Premium. [Start Here](#)

Week < This Week Mar 27 - Apr 02, 2023 > Grid Add widget Layout

Sarah Miller Premium Clinic Favorites Search clinic/room (minimum 3 chars...)

Visits Completed

3

Average Duration

7m

Average Wait Time

0.7m

Payment Collected

\$109

Clinic/WR Utilization

Room	Active Providers	Visits Completed	Appt Completed	Walkin
Sarah Miller Premium Clinic	1 100%	3	-	3

Utilization Breakdown

Average Wait Time

Room CSR Provider

Average Duration

Room CSR Provider

Active Users

Active Patients Active Providers

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

VSee Clinic Dashboard Clinic Room Schedule **Users** Report More- Sarah Miller

USERS

Users

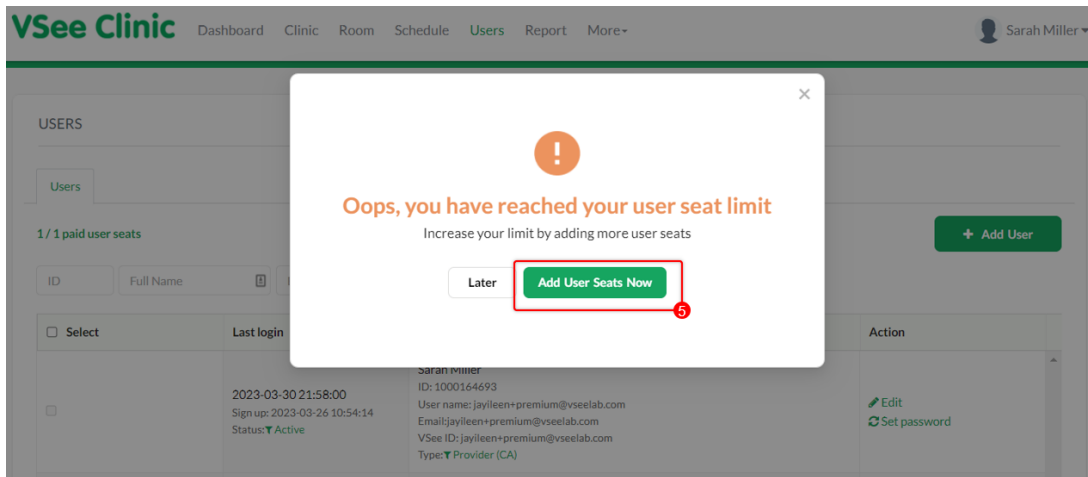
1 / 1 paid user seats + Add User

ID Full Name Email All users Search

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: jayileen+premium@vseeelab.com Email: jayileen+premium@vseeelab.com VSee ID: jayileen+premium@vseeelab.com Type: Provider (CA)	Edit Set password

A pop-up window will appear.

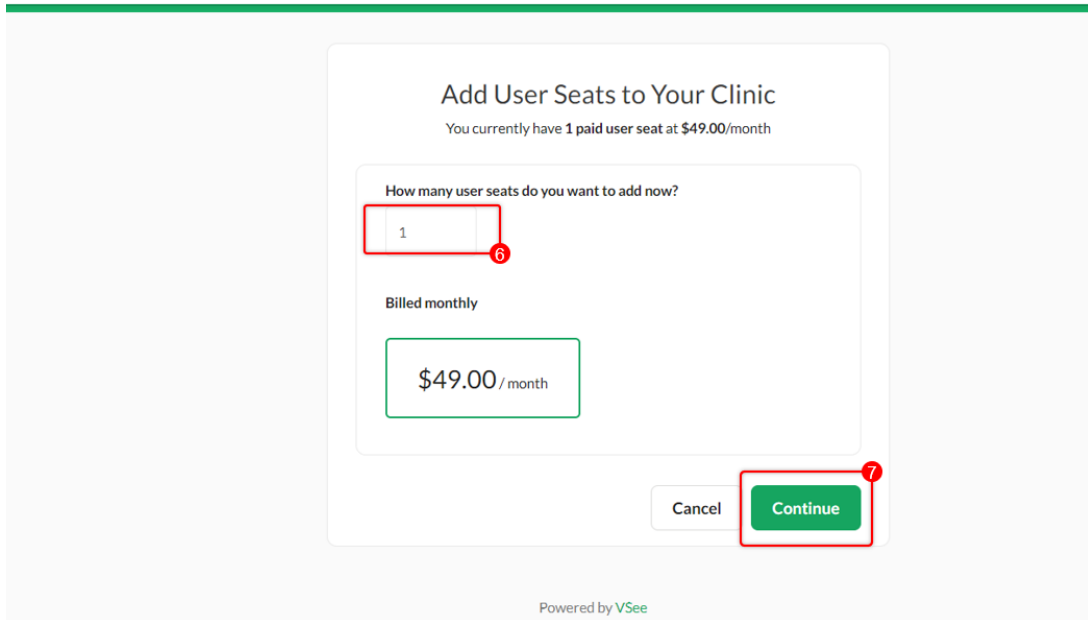
5. If you have maxed out the available user seats of the clinic, you will see a notification that you have reached your user seat limit. Click on **Add User Seats Now** to proceed.



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 change

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

Powered by VSee

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.

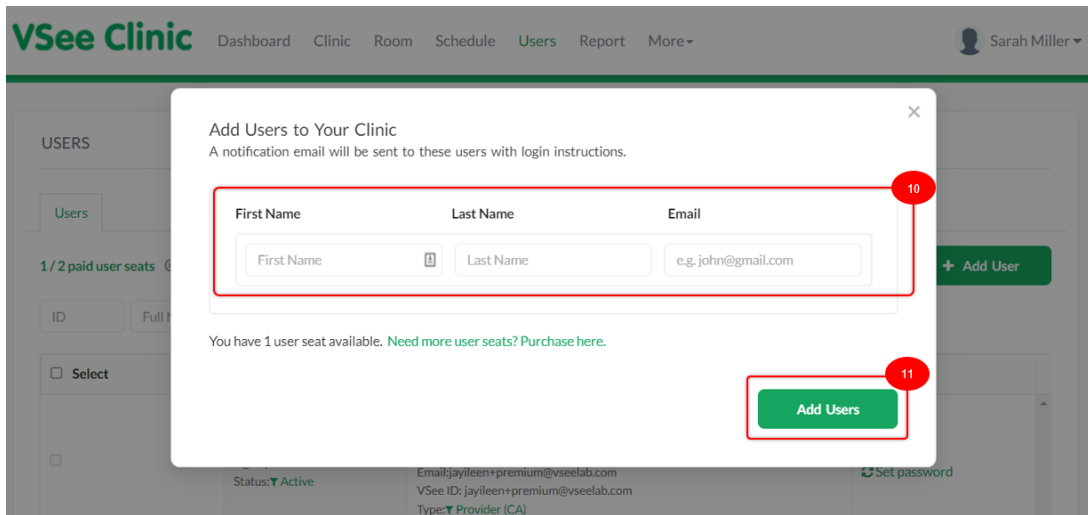
Later Add User Now

Powered by VSee

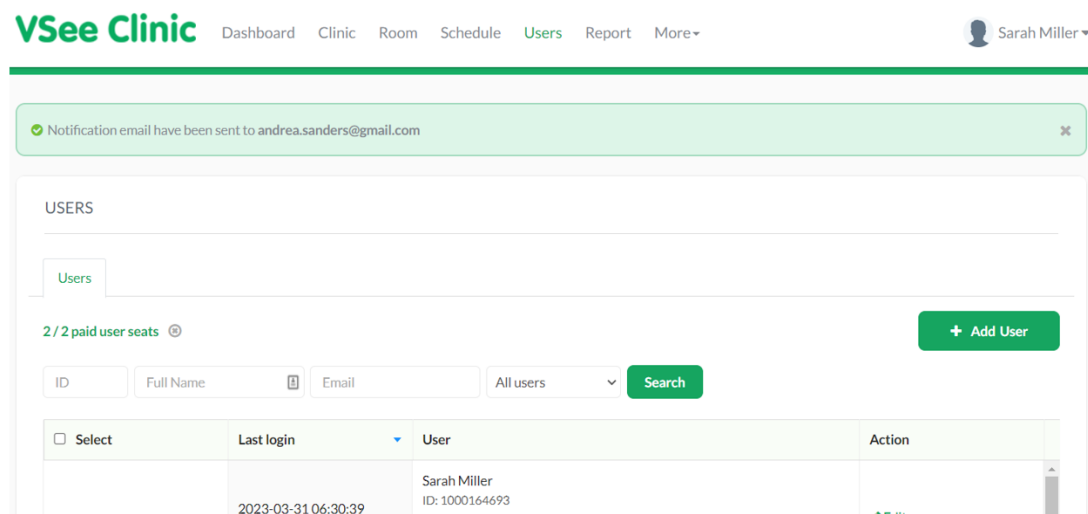
10. Input the required fields for the user's **First Name**, **Last Name**, and **Email** of the user.

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

11. Click on **Add Users**.



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