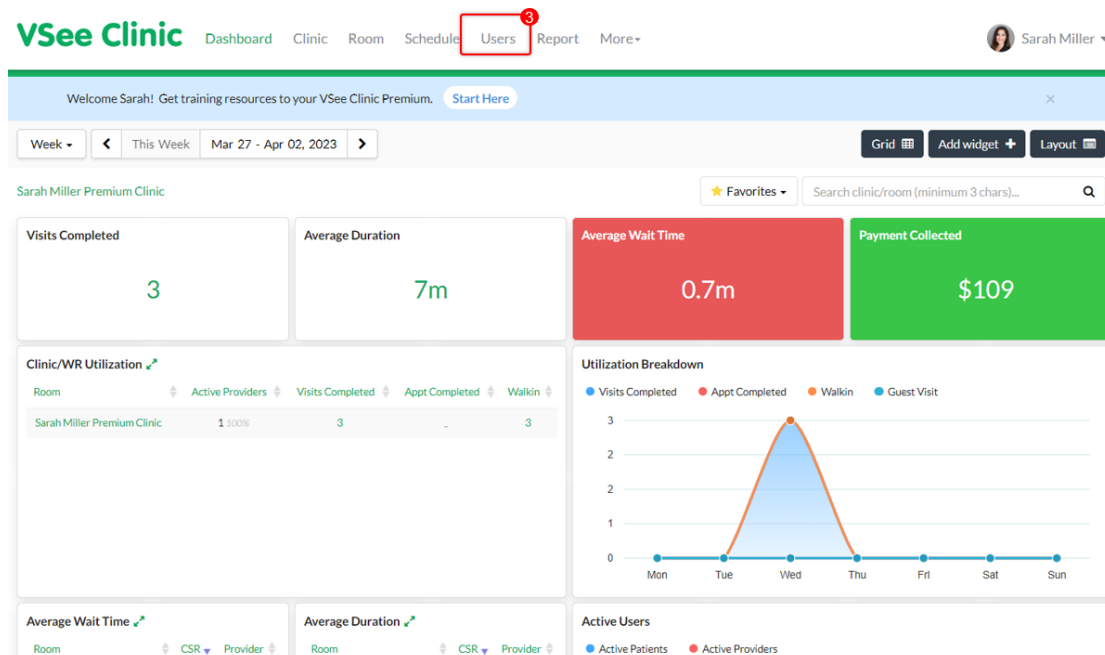# How to Add a User (for Premium)

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

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

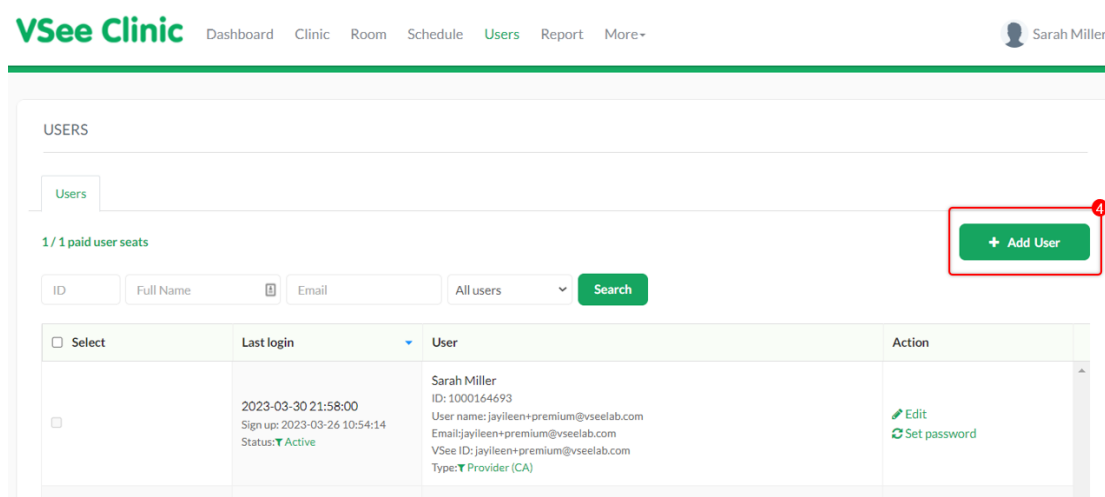2. Select **Admin Panel**.

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

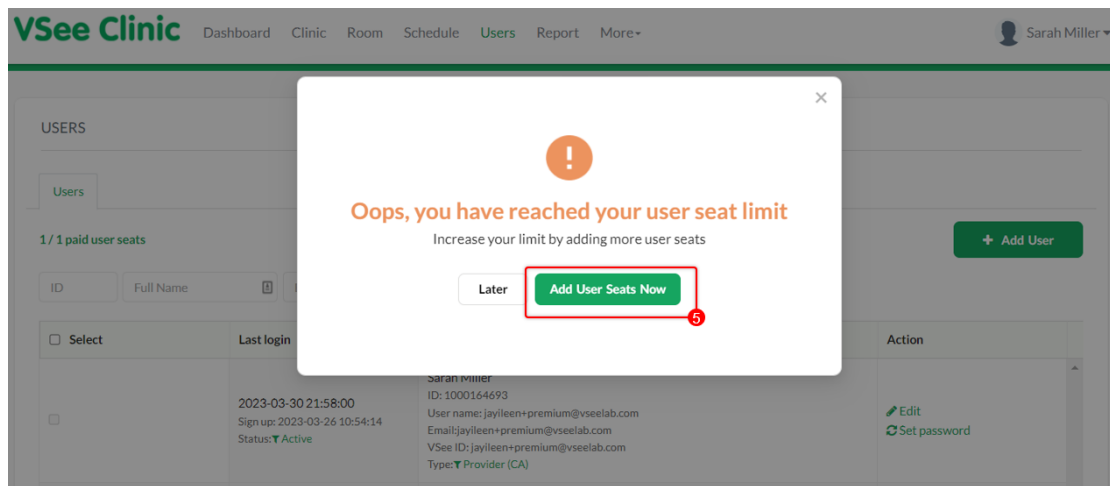3. Click on the **Users** tab.

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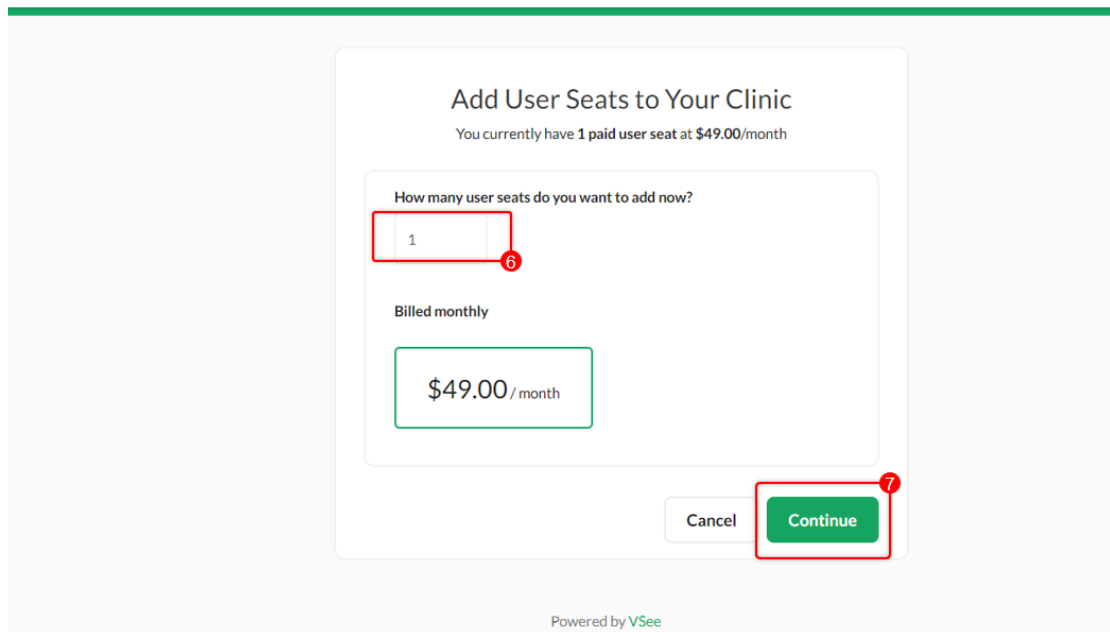

A pop-up window will appear.

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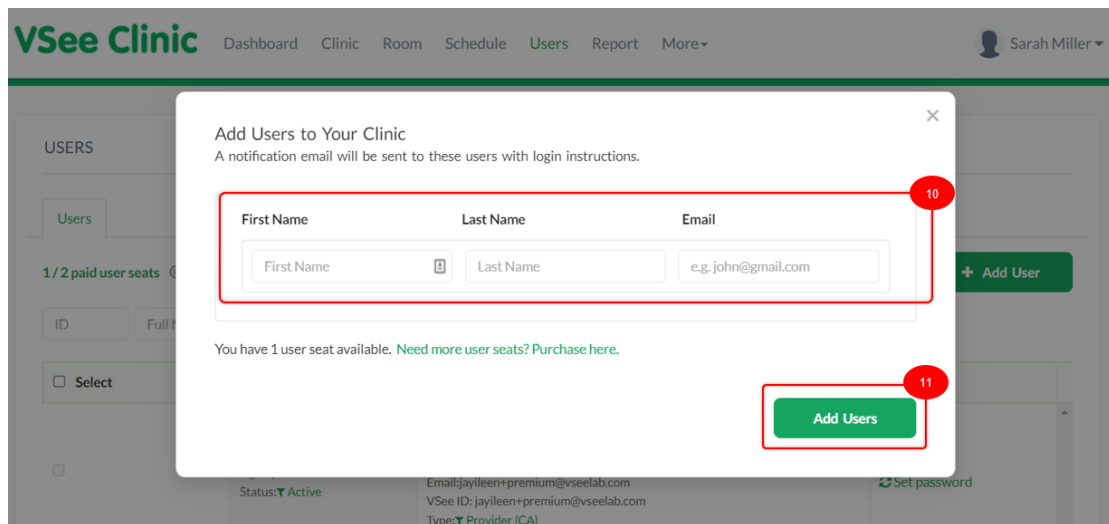
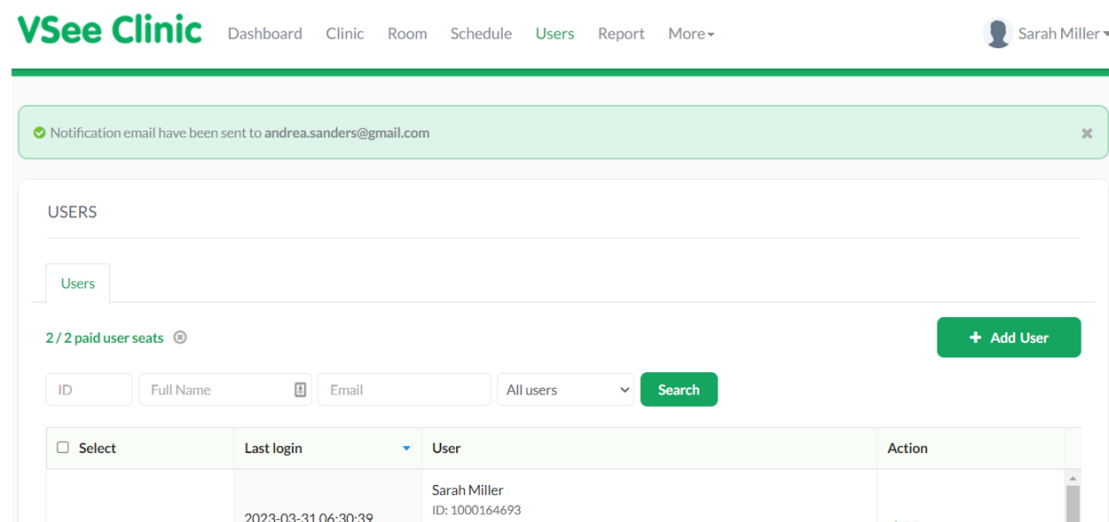9. Click on **Add User Now** to create the user accounts.

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