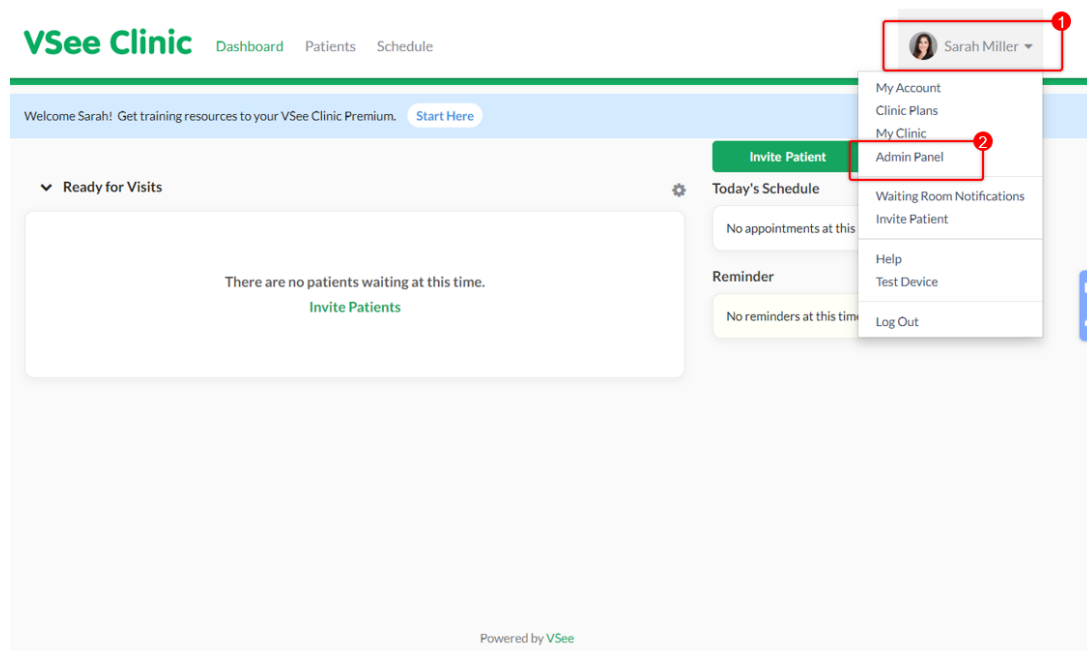


## How to Add a User (for Premium)

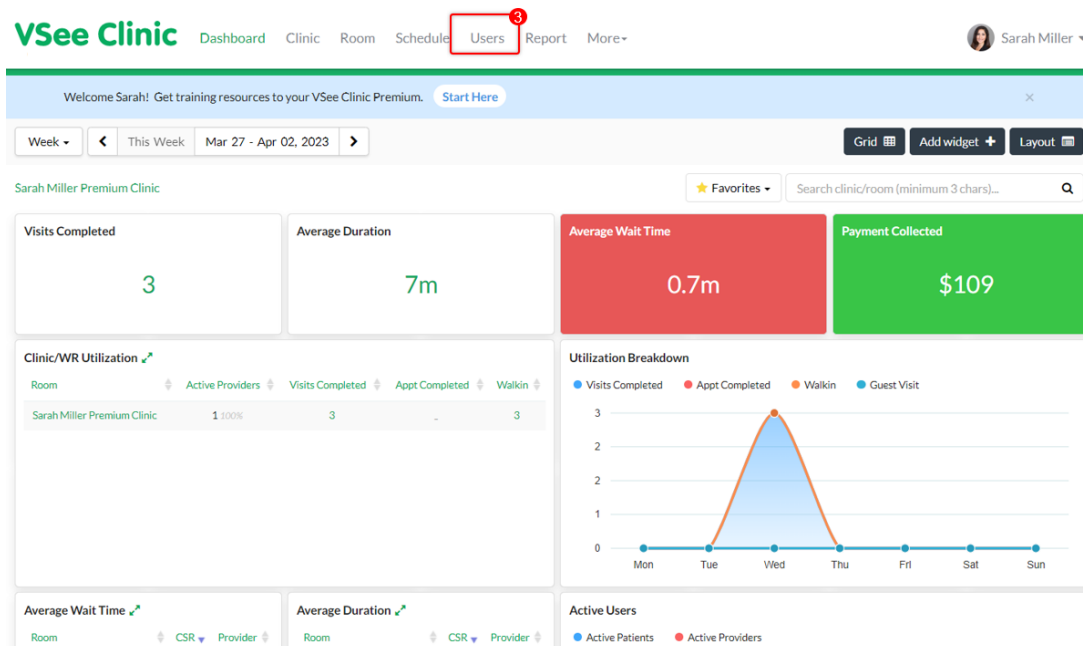
Jay-Ileen (Ai) - 2023-04-14 - VSee Clinic for Providers

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

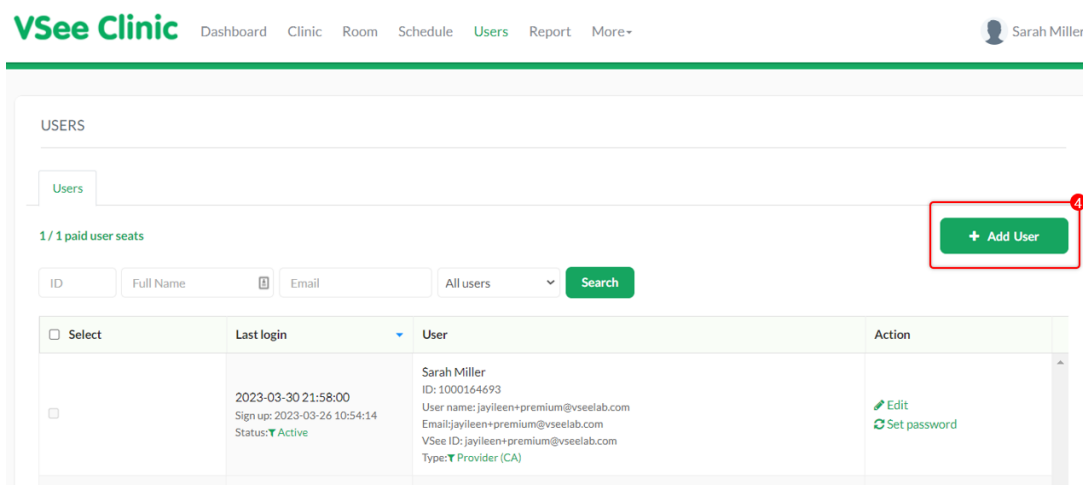


You will be routed to the Analytics Dashboard of the clinic.

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

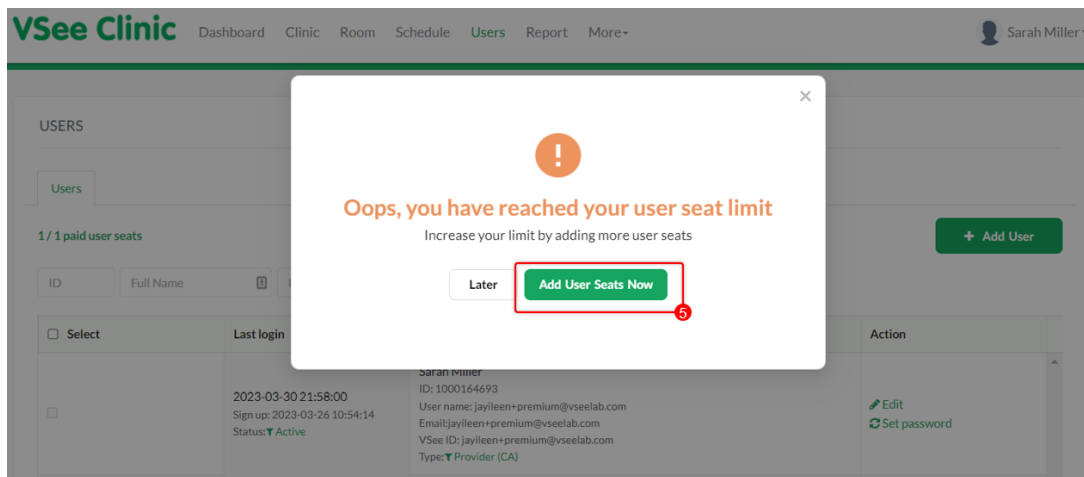


4. Click on **+Add User**.



A pop-up window will appear.

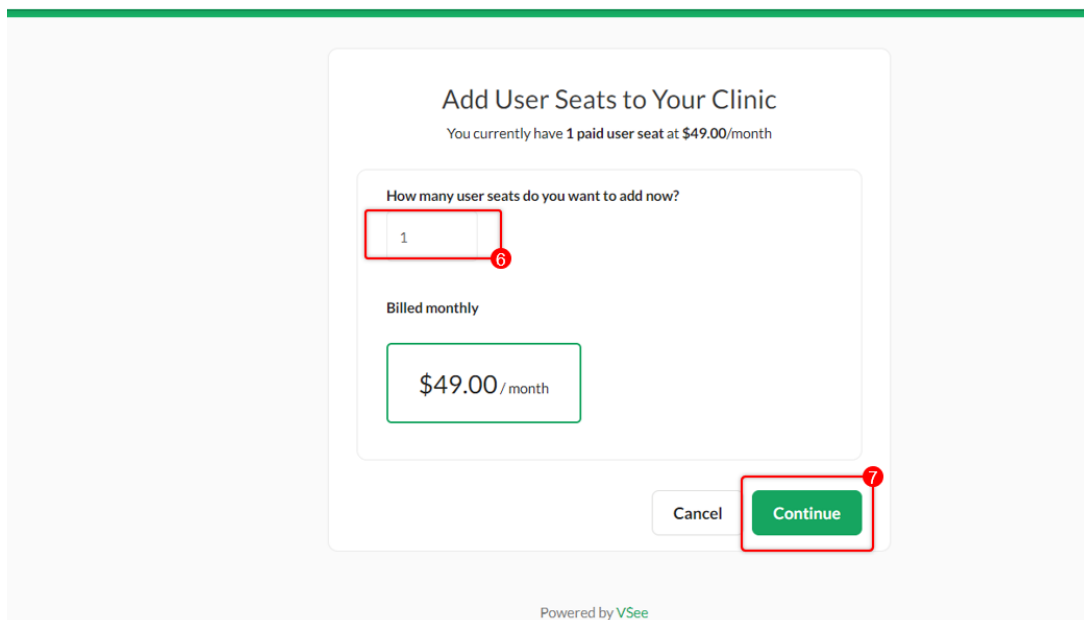
5. If you have maxed out the available user seats of the clinic, you will see a notification that you have reached your user seat limit. Click on **Add User Seats Now** to proceed.



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**.

## 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**.

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

**USERS**

Users

1 / 2 paid user seats

ID Full Name

☐ Select

Status: ▾ Active Email: jayleen+premium@vseelab.com VSee ID: jayleen+premium@vseelab.com Type: ▾ Provider (CA) Set password

**Add Users to Your Clinic** ✕

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

First Name Last Name Email

First Name Last Name e.g. john@gmail.com

You have 1 user seat available. [Need more user seats? Purchase here.](#)

**Add Users**

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

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

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

**USERS**

Users

2 / 2 paid user seats

ID Full Name Email All users Search

<input type="checkbox"/> Select	Last login	User	Action
	2023-03-31 06:30:39	Sarah Miller ID: 1000164693	

**+ Add User**

If you have any questions, please contact us at [help@vsee.com](mailto:help@vsee.com)

Last updated on: 31 March 2023

Tags

create account

premium

user seats