How to add a new user

USER TIPS FOR THE SECURE EMPLOYER WEBSITE

You will need

- A valid account on the Premera Secure Employer Website with a Group Administrator role.

- First and last name of the user you wish to add.

- Email address of the user you wish to add.

Steps

1. Log into the Secure Employer Website (see: How to Log In).

2. From the Dashboard main menu, select: **Tools/Manage Access.**

3. On the Manage Access page, select the **Add User** button.

4. Enter the new user's first name, last name, and email address.

5. Set the desired role(s) for the new user (multiple roles are permitted).

6. Select **Save.**

Notes

- Upon selecting Save, the new user will receive an email inviting them to register.

- The new user must select the link in the email they receive in order to register.

- Until the user registers, the status of the new account will be "Pending."

- The email address you enter for the new user doesn't need to be the same email address the new user enters when they register.

- The new user has 7 days from receiving the email to register. Failing to register within 7 days will result in the invitation expiring. When that happens, the Group Administrator will need to re-invite the user.