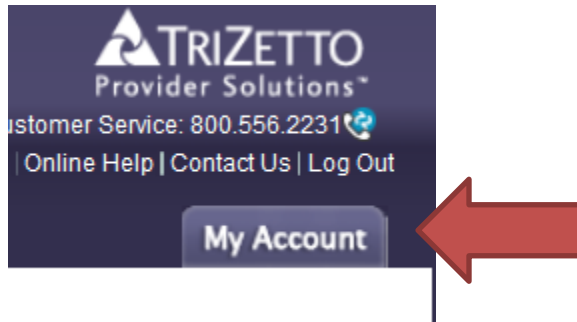


# How to add Users on the TPS Client Site

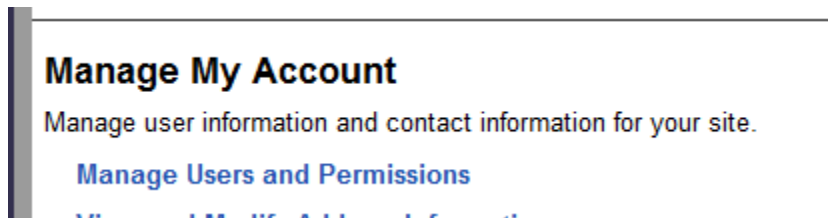
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While using SimpleClaim, you may want to add users to your account. This is not necessary but can be an easy way to give employees their own log in and permissions.

- Once logged into the site, you will be taken to the Home Page.
- There is a tab on the right side marked 'My Account'. Click on the tab.



- Under My Account, choose Manage My Account > Manage Users and Permissions



- It is here where you can add a user or manage user permissions



or manage user permissions

## Manage Users

[Back](#)

### Admin View

#### Training Team [Edit](#)

Username: InternalTraining

Last Login:

[Change Password](#)

" InternalTraining's " Permissions  [This p](#)

Tool Permissions

Provider Permissions

Select what the person has access to from the l

On Off

Home Page Permissions

Average Days to File

Customize News Feeds