Add a User

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Admin Users can view or edit all information in the portal. S/he sees all Cash Compensation and Benefits of all employees. Admins Users can invite others to become Admin Users too.
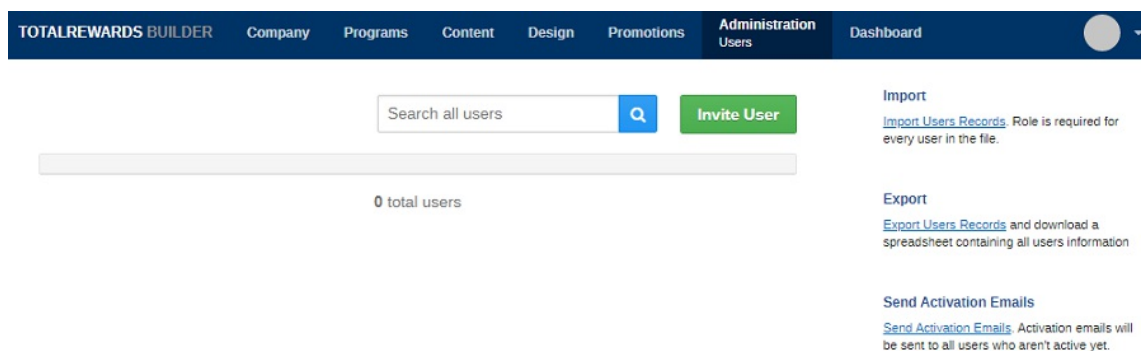

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Go to **Administration**

Select **Users** from dropdown.

Click **Invite User** button

Then update **Name** and **Email Address**

Then hit the **Save** button.

They will then receive an email invitation to login from noreply@totalrewards.io to activate their access.

If user has not yet activated the admin access, it will show as **Pending activation** and once activated, it will show as **Active.**

Note: Users have access to all employee information and can make changes in the portal.