



Admin Users

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Admin Users have full access to the portal. They can view and edit all employee information, including Cash Compensation and Benefits, and can also invite others to become Admin Users.

You can add Admin Users either **one at a time** or **in bulk**.

Your browser does not support HTML5 video.

>Add a Single Admin User:

1. Go to **Administration**.
2. Select **Users** from the dropdown.
3. Click the **Invite User** button.

The screenshot shows the 'Administration' section of the TotalRewards software. The 'Users' tab is selected. At the top, there is a search bar labeled 'Search all users' with a magnifying glass icon and a green 'Invite User' button. To the right of the search bar, there are 'Import' and 'Export' options. The 'Import' section includes a note that 'Import User Records' role is required for every user in the file. The 'Export' section includes a note that 'Export User Records' and download a spreadsheet containing all users information. Below the search bar, it says '0 total users'.

4. Enter the **Name** and **Email Address**.

Name

Email

Role

Enabled
Only enabled users can login.

Save

5. Click **Save**.

6. An **email invitation** will be sent from noreply@totalrewards.io. To activate their access, the invited user must click the **Sign In** button in the email.

Welcome to TotalRewards Builder!



noreply@totalrewards.io
To Krish

[\(i\) If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Hi Krish Aguas,

Click on the link below to create a password and login to TotalRewards Builder.

[Sign in to TotalRewards Professional](#)

Once you log in to the application please make sure to bookmark the URL for future reference.

 **Note:** The email invitation will automatically be sent once you hit Save.

 **Quick Steps:** Administration → Users → Invite User → Enter Name & Email → Save → User activates via email link

Upload Multiple Admin Users:

1. Go to **Administration**.
2. Select **Users** from the dropdown.
3. Click the **Export User Records** button.
4. Save and update the **User template**.
5. Click the **Import User Records** button.
6. Leave the following columns **blank**:
 - ID
 - Username
 - System ID
 - To Delete
7. Update the following fields:
 - **Name:** First and Last Name
 - **Email:** Email Address
 - **Enabled:** Yes (or leave blank; default is Yes)
 - **Role:** Admin

A	B	C	D	E	F	G	H
1	ID	Name	Email	Username	Enabled	System ID	To Delete
2		Krish Aguas	krishaguas@totalrewardssoftware.com			Admin	
3							
4							
5							

8. Click **Send Activation Emails** button for the email invitation.



Note: You can export a template to add or update users, but do not change system-generated IDs.

Quick Steps: Administration → Users → Export User Records → Update Template → Import User Records → Send Activation Emails → Users activate via email link

Activation Status

- If the user **has not activated** their access, their status will appear as **Pending activation**.
- Once activated, their status will update to **Active**.

User List					
	Krish Aguas	Administrator	Pending activation	Enabled	
	Michelle Loiseaux	Administrator	Active	Enabled	
2 total users					

Note: Admin Users have full access to all employee data and can make changes throughout the portal.