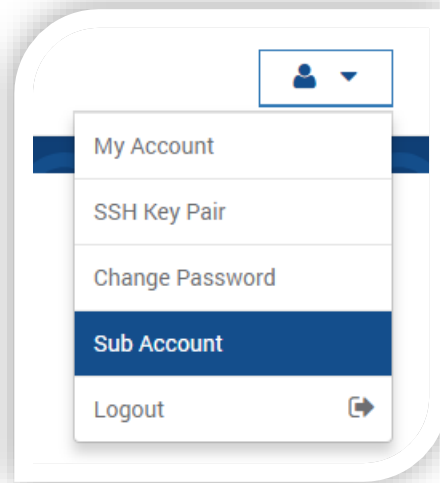


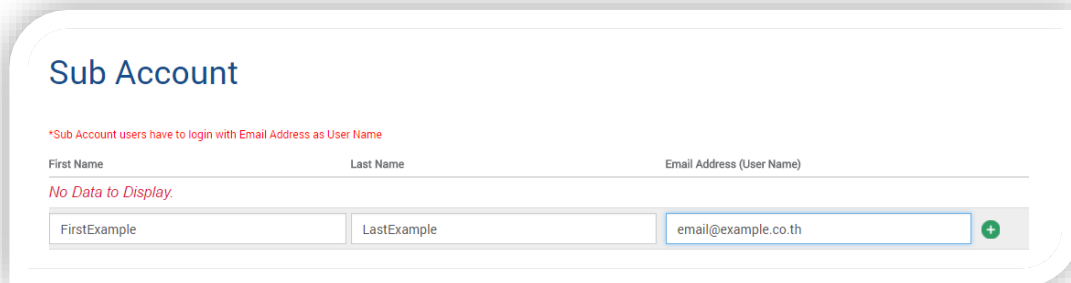
How to add a sub-user to an account

Add a sub-user

- From the Web Portal, click on the **personal menu** located on the top right corner of the browser
- Select **Sub Account**

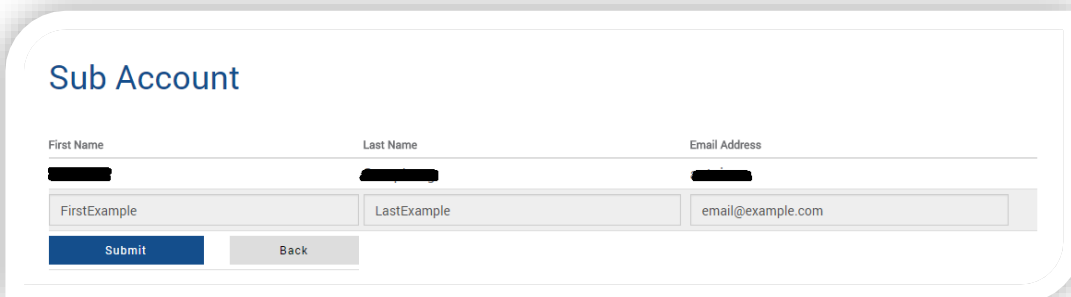


- Add **first name, last name, and email address** of the sub-user and click on the **green + sign**

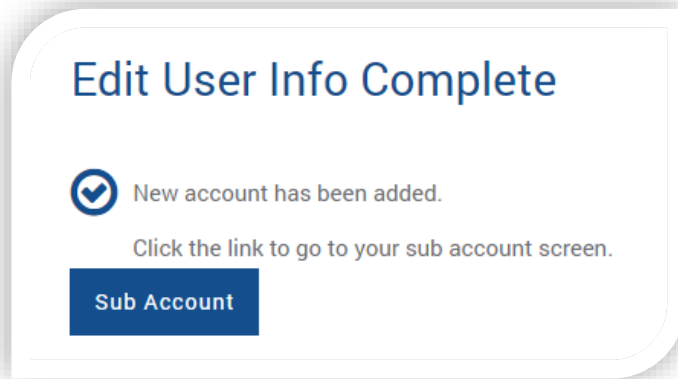


A screenshot of the 'Sub Account' form. The title 'Sub Account' is at the top. Below it is a red asterisk warning: '*Sub Account users have to login with Email Address as User Name'. The form has three input fields: 'First Name' (containing 'FirstExample'), 'Last Name' (containing 'LastExample'), and 'Email Address (User Name)' (containing 'email@example.co.th'). A green plus sign is visible at the end of the email field.

- On the next page, click on **Submit** after you have verified that all the information is correct



A screenshot of the 'Sub Account' form, similar to the previous one but with different content. The 'First Name' field contains a blacked-out name, the 'Last Name' field contains 'LastExample', and the 'Email Address' field contains 'email@example.com'. At the bottom of the form, there are two buttons: a blue 'Submit' button and a grey 'Back' button.



- Additional user is not added/shown until the email sent to the email address is verified through the link
- Once verified, the user will show on the **Sub Account** page

If you have any questions please check our FAQ section. If you still cannot find what you are looking for or believe that there is a careless mistake in this document, please contact our support at support@leapsolutions.co.th or send us your inquiry through our [Inquiry Form](#) located on your Web Portal.