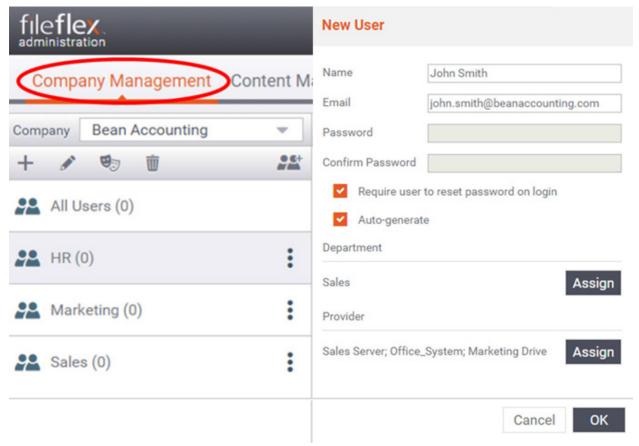# Adding Users Individually

1. To add an individual user, in the **Company Management** tab, select the **Add New User** icon located in the activity bar on the right side of the screen.

Selecting and Adding a New User

2. Fill in the user's name and email.

3. Set the user's password. a. You can either manually create a password for the user, or select **Auto-generate** to have FileFlex automatically generate a strong password for them instead. b. You can require the user to change their password the next time they log in by checking the box next to **Require user to reset the password on login**.

4. Assign them to a department by clicking the Assign button under the Department heading. If you assign a user to multiple departments, they will receive the role privileges from each department. **You must add each user to at least one department**. a. The content providers will be assigned to the user when they are assigned a department. You can add or delete the content providers by clicking the Assign button under the Provider heading. You can add or delete content sources to a user regardless of what department they belong to. Assigning additional providers is optional.

5. Click **OK** when finished to add the user.

6. When you created a new user, an auto-generated email will be sent to that with their FileFlex user name and password and a link to their onboarding instructions.