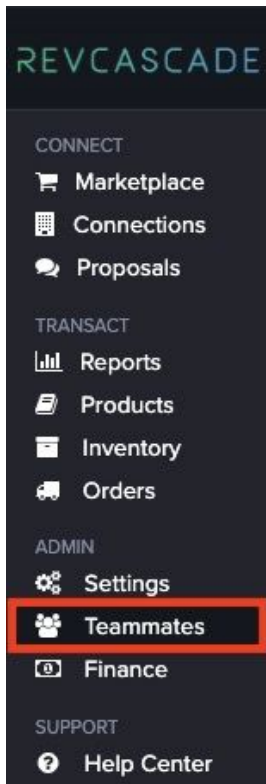




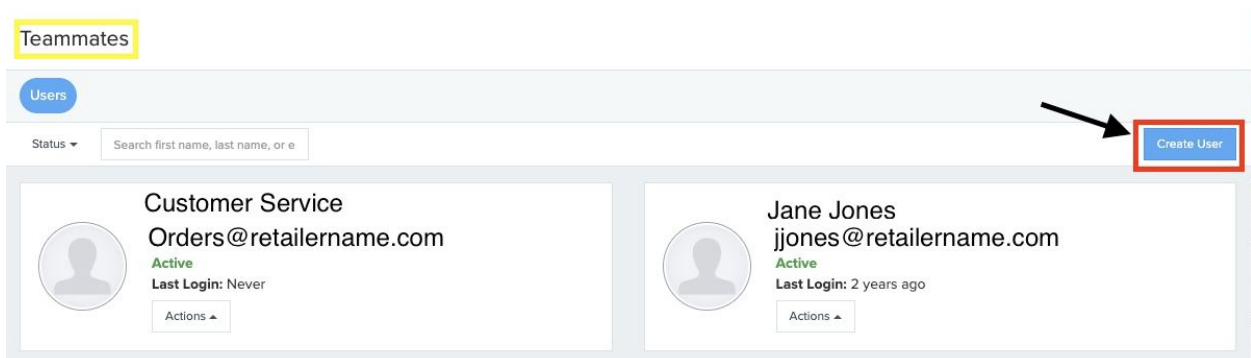
Setting Up Users within RevCascade Portal

The Account Admin “user” can setup a new user(s) within RevCascade’s Portal. All other users will not see the **Create User** button.

Step 1: Select the **Teammates** button on the left-hand side of the page



Step 2: Click **Create User** at the top right-hand corner of the page





Step 3: Enter the *Basic Info* for the desired New User

- a. Email Address
- b. First Name
- c. Last Name
- d. Title (*optional*)
- e. Phone (*optional*)

Step 4: Once the New User's information has been added, click the **Create User** button

Create User [« Back to Teammates](#)

Basic Info
General information about the user.

Upon submission, we will send an email to the supplied email address containing a link to set a password & complete the setup of the user account.

Email Address

First Name **Last Name**

Title **Phone**

Create User