

# Add a User in Keeper Security Console



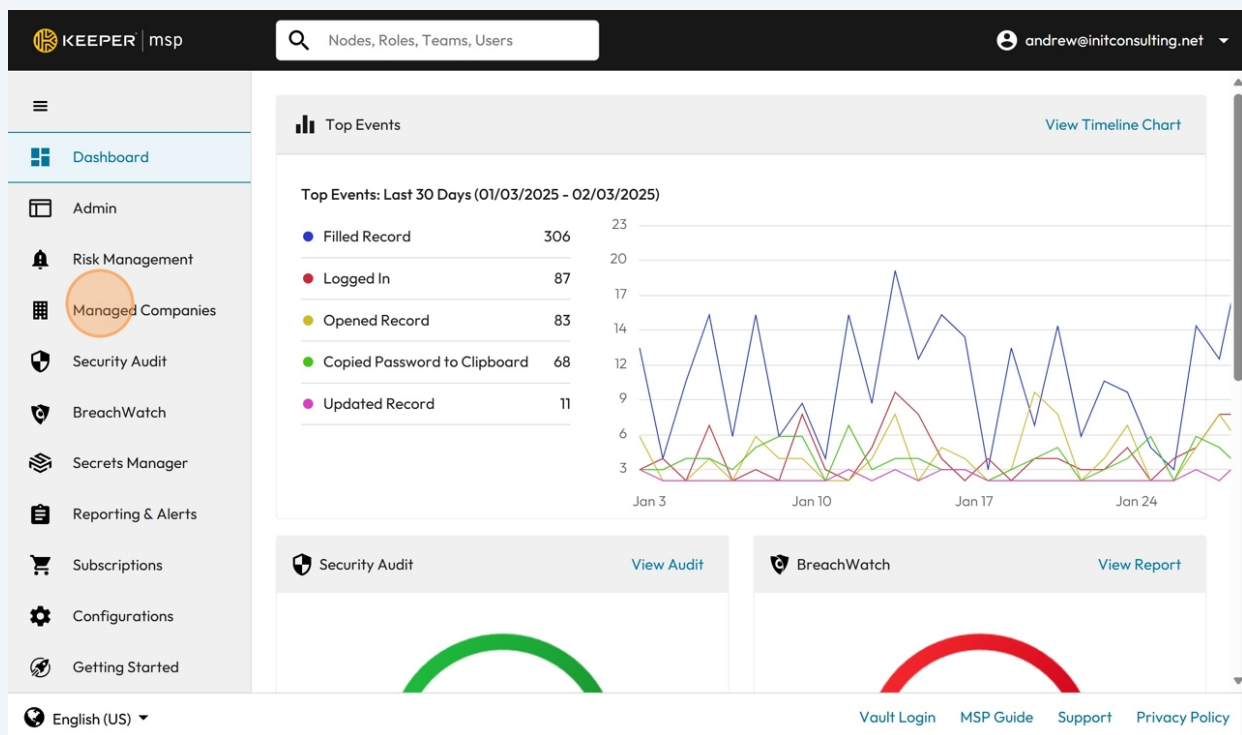
1

Open the Keeper Admin Console

<https://keepersecurity.com/console/#dashboard>


2

Click "Managed Companies"



### 3 Open the company you're assigning a user to.

The screenshot shows the 'Managed Companies' page in the KEEPER msp interface. The left sidebar contains navigation links: Dashboard, Admin, Risk Management, Managed Companies (highlighted), Security Audit, BreachWatch, Secrets Manager, Reporting & Alerts, Subscriptions, Configurations, and Getting Started. The main content area is titled 'Managed Companies' and includes a search bar, a filter dropdown set to 'INIT Consulting', and a table of managed companies. The table has columns for Company, Base Plan, Add-Ons, Maximum Licenses Allowed, Licenses In Use, and Launch. The first row is for 'ContextBSP' with a 'Keeper Enterprise' base plan. The 'Launch' button for this row is circled in orange. Below the table is a 'Show 10 rows' dropdown and pagination controls. The footer includes 'English (US)' and links for Vault Login, MSP Guide, Support, and Privacy Policy.

Company	Base Plan	Add-Ons	Maximum Licenses Allowed	Licenses In Use	Launch
ContextBSP	Keeper Enterprise		1	1	

### 4 Click "Admin"

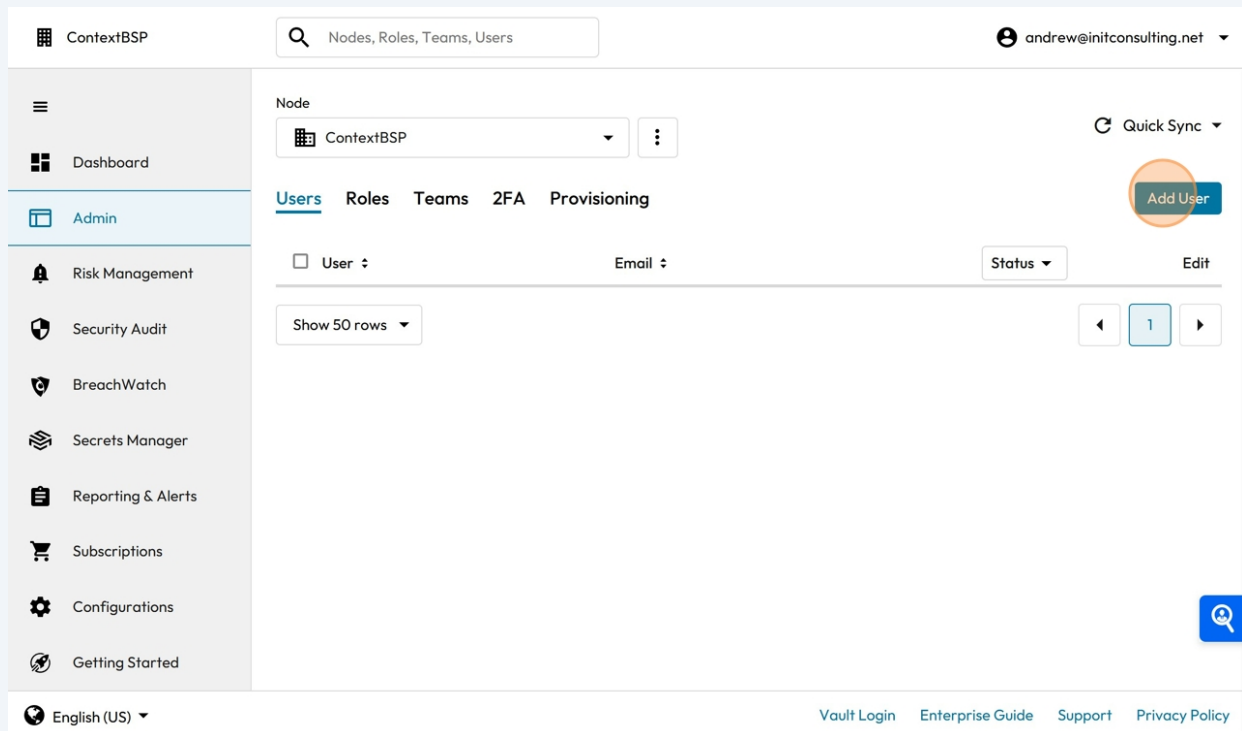
The screenshot shows the 'Admin' page in the KEEPER msp interface. The left sidebar contains navigation links: Dashboard, Admin (highlighted and circled in orange), Risk Management, Security Audit, BreachWatch, Secrets Manager, Reporting & Alerts, Subscriptions, Configurations, and Getting Started. The main content area is divided into three sections: 'Security Audit' showing a '0% Weak' status, 'BreachWatch' showing '0 Records at Risk', and 'User Status' showing a table of user counts. The 'Security Audit' section includes a 'View Audit' link and a table with rows for 'Weak Record Password', 'Reused Credentials', and 'Active 2FA Methods'. The 'BreachWatch' section includes a 'View Report' link and a table with rows for 'Passwords Scanned', 'Passed', and 'Ignored'. The 'User Status' section includes a table with rows for 'Active', 'Invited', and 'Locked'. The footer includes 'English (US)' and links for Vault Login, Enterprise Guide, Support, and Privacy Policy.

Security Audit	
Weak Record Password	-
Reused Credentials	-
Active 2FA Methods	0%

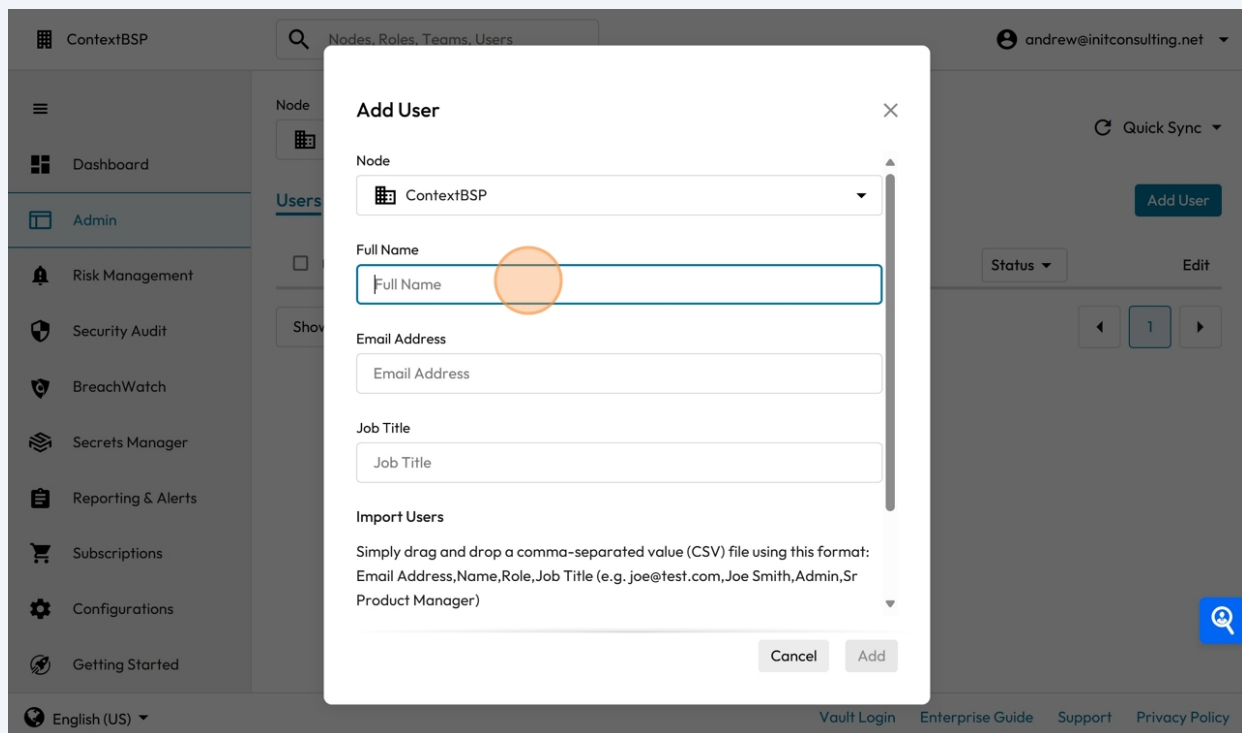
BreachWatch	
Passwords Scanned	-
Passed	-
Ignored	-

User Status	
Active	0
Invited	0
Locked	0

## 5 Click "Add User"



## 6 Click the "Full Name" field.



7 Enter the employees name, title, and company e-mail address

8 Click "Add"

The screenshot shows the 'Add User' dialog box in the ContextBSP application. The dialog is centered and has a white background with a gray border. It contains the following elements:

- Name:** A text input field containing 'John Smith'.
- Email Address:** A text input field containing 'john@contextbsp.com'.
- Job Title:** A text input field containing 'COO'.
- Import Users:** A section with a heading 'Import Users' and a description: 'Simply drag and drop a comma-separated value (CSV) file using this format: Email Address,Name,Role,Job Title (e.g. joe@test.com,Joe Smith,Admin,Sr Product Manager)'. Below this is a large gray box with the text 'Drop a File Here' and a link 'Browse Files'.
- Buttons:** At the bottom right, there are two buttons: 'Cancel' (gray) and 'Add' (yellow). The 'Add' button is circled in orange.

The background of the application is dark gray. On the left is a sidebar with a menu including 'Dashboard', 'Admin', 'Risk Management', 'Security Audit', 'BreachWatch', 'Secrets Manager', 'Reporting & Alerts', 'Subscriptions', 'Configurations', and 'Getting Started'. The top of the application shows the user's name 'andrew@initconsulting.net' and a search bar. The bottom of the application has a footer with links for 'Vault Login', 'Enterprise Guide', 'Support', and 'Privacy Policy'.