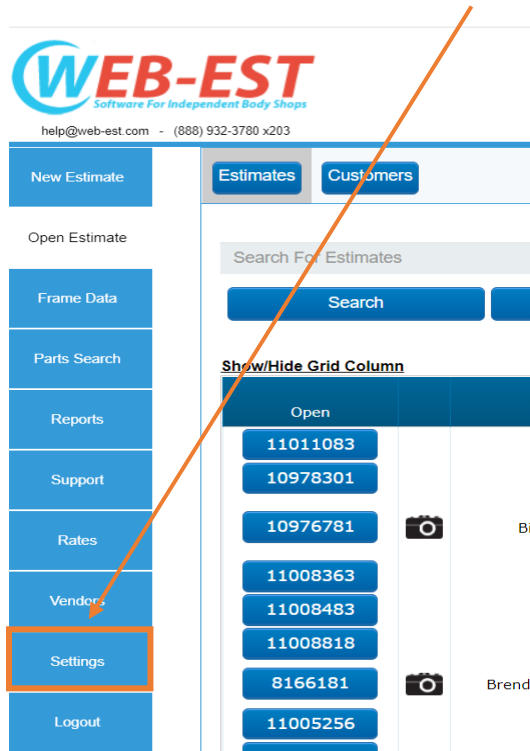
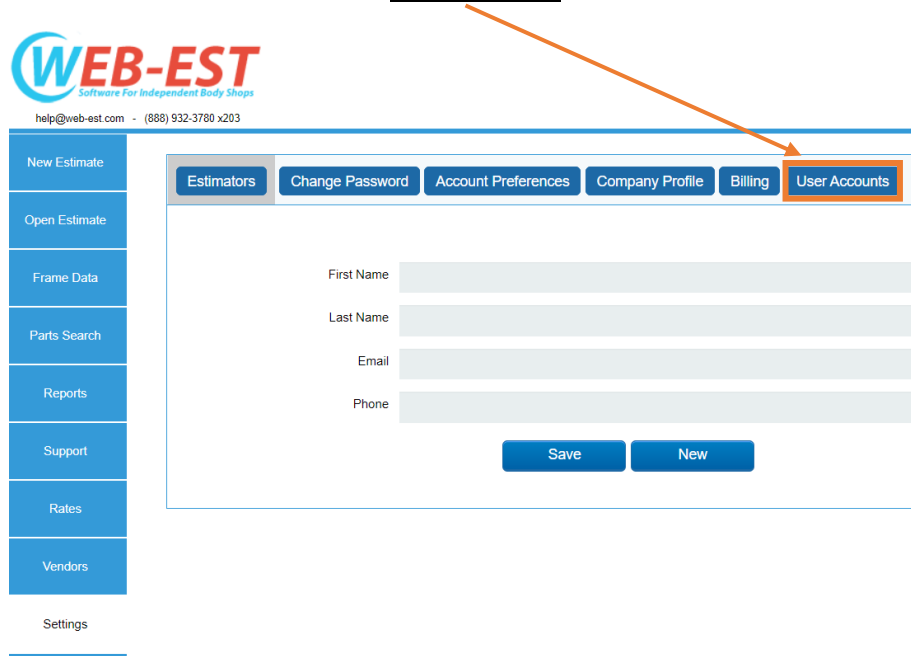


Creating Additional Users in Pro-Estimator

If you have added additional logins to your Pro-Estimator account, after you have logged in, on the left sidebar, select the button named “Settings”.



Then Select the button named “User Accounts”.



Then you will select the button named **"New"**. Notice you will see how many of your user logins have been used.

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New Estimate
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Estimators Change Password Account Preferences Company Profile Billing User Accounts

Email Address	Name
mhhough@web-est.com	Jeff Johnson

New 1/4 ☐ Show Deleted

You will then see the fields to enter the additional login. Fill in the **"User Info"** section. The email address used **MUST be unique and can not be the same email address already used** for any account login information. Then select the **"Create User"** button.

Estimators Change Password Account Preferences Company Profile Billing User Accounts

Email Address	Name
mhhough@web-est.com	Jeff Johnson

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User Info

Email Address jjohnson@email.com
Name Jim
Password *****

Create User

You will now see the new additional login has been created and is ready to use.

Estimators Change Password Account Preferences Company Profile Billing User Accounts

Email Address	Name
jjohnson@email.com	Jim
mhhough@web-est.com	Jeff Johnson

New 2/4 ☐ Show Deleted