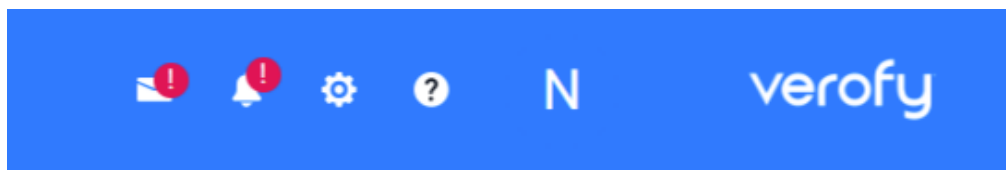


Adding and removing users in Verofy® Cloud

To add or remove a user in Verofy® Cloud, **log in** and head to the Settings cog at the top right of the screen.



You'll be directed to the Users tab. From here, you can see a list of all the users with access to your Verofy® Cloud business information.

[Dashboard](#) > [Settings](#) > [Users](#)

Last login: 14 May 2024 17:18:01
You will be logged out in: 27:32 minutes

[Users](#) [User groups](#) [Notifications](#) [Login history](#)

Search

Clear

Add user

Name	Email address	Group	Mobile number	Last login	Status	Edit	Delete
Verofy Support	help@verofy.support	Admin User	07123 456 789	3 May 2024 11:35	Active		

Page 1 of 1 (1 total items)

Showing 25 items per page

Page 1

Adding a user

To add a user, press the **Add user** button. You'll need to enter the users full name, email address and phone number, as well as selecting which level of access they require (group). If you're not sure which access to grant, you can see what each user group has access to by clicking [here](#).

Full Name *

Group *

-- Select group --

Contact details

Email *

Email address

Phone *

+44 121 234 5678

Create

Cancel

Press the **Create** button to add the user. If the creation is successful, you'll see the below message.

✓

Success

User has been successfully created.

✕

Last login: 15 May 2024 16:27:41

You will be logged out in: 00:56 minutes

The new user will receive an SMS with a link to access Verofy® Cloud.

Removing a user

To remove a user, click the bin icon on the right of the user record.

Search users

Search

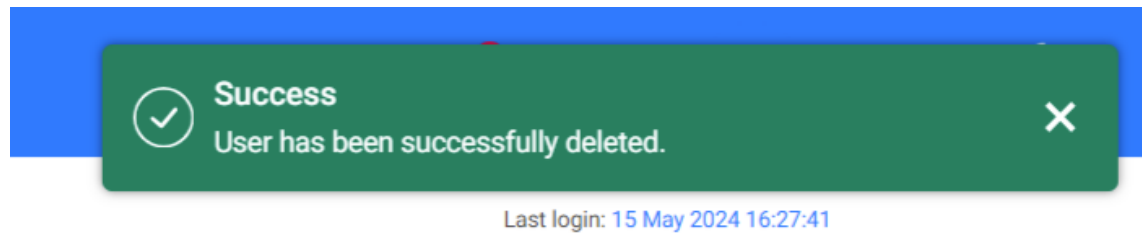
Clear

Add user

Name	Email address	Group	Mobile number	Last login	Status	Edit	Delete
Verofy Support	help@verofy.support	Admin User	07123 456 789	3 May 2024 11:35	Active		
Verofy Support2	help@verofy.support	Standard User	07987 654 321	N/A	Active		



If the deletion is successful, you'll see the below message.



Revision #4

Created 8 May 2024 17:19:47 by Verofy® Support

Updated 15 May 2024 16:01:07 by Verofy® Support