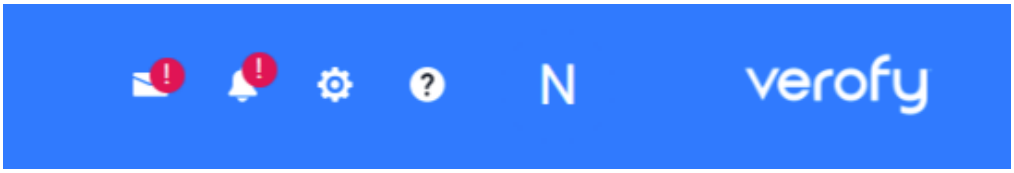
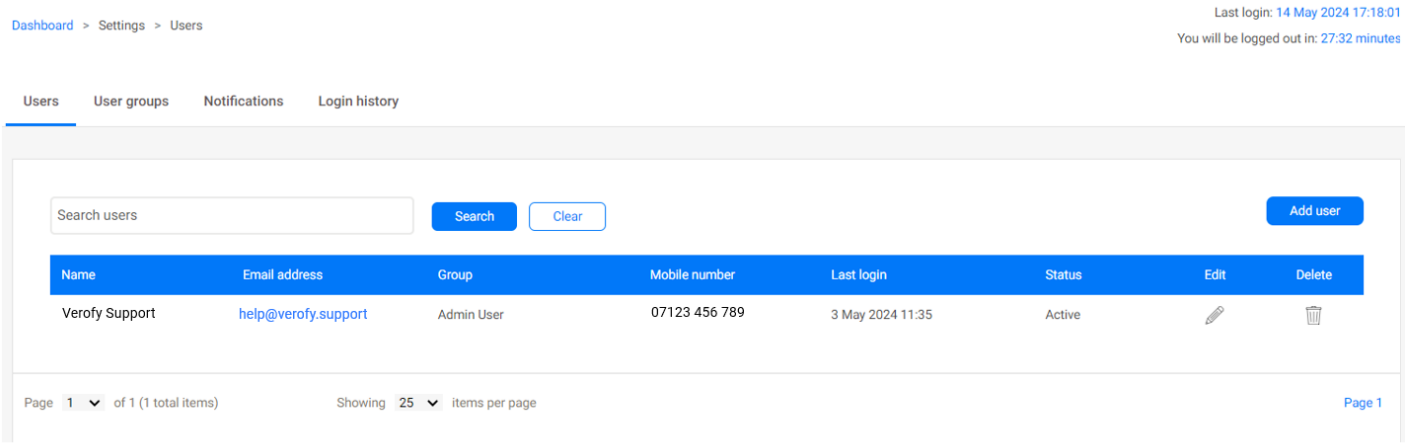
Adding and removing users in Verofy® Cloud

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

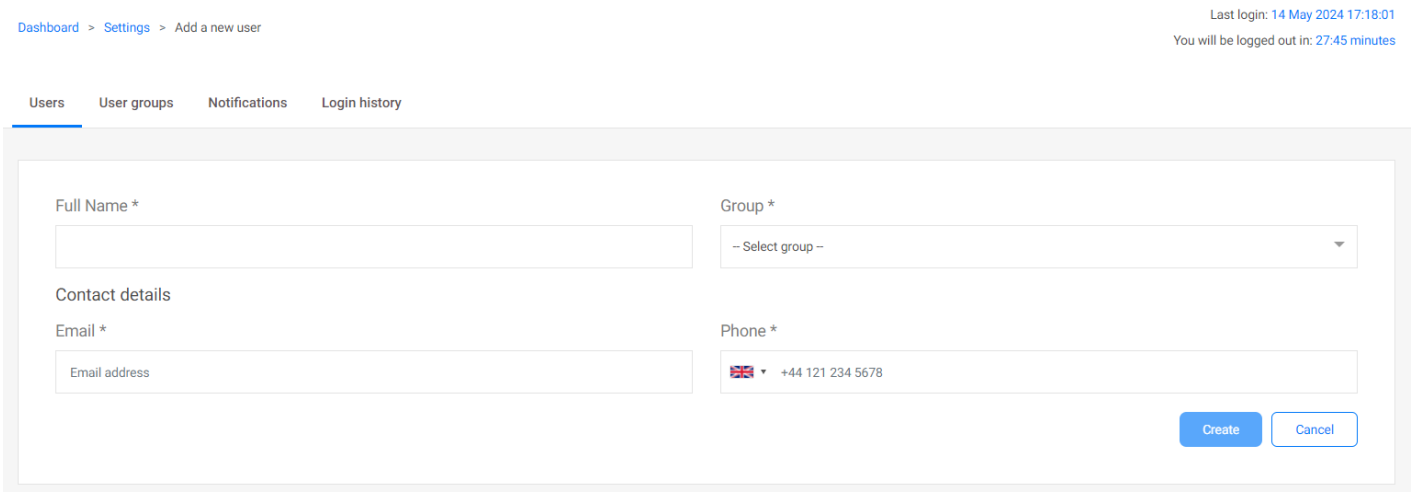


You'll be directed to the Users tab. From here, you can see a list of all the users with access to your Verofy® Cloud business information.

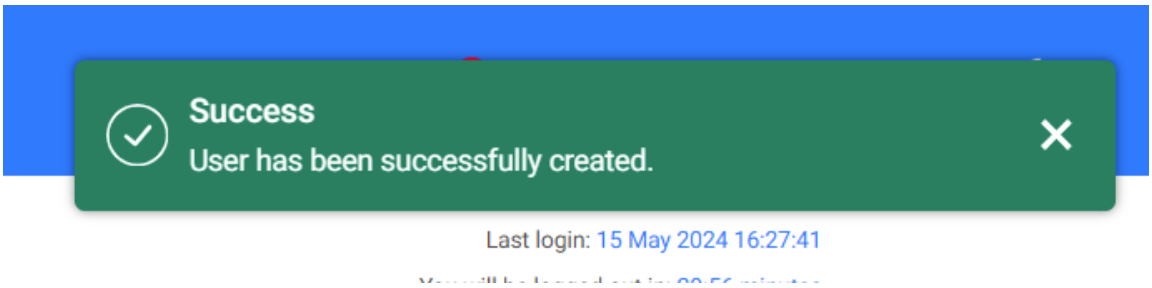


Adding a user

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**.



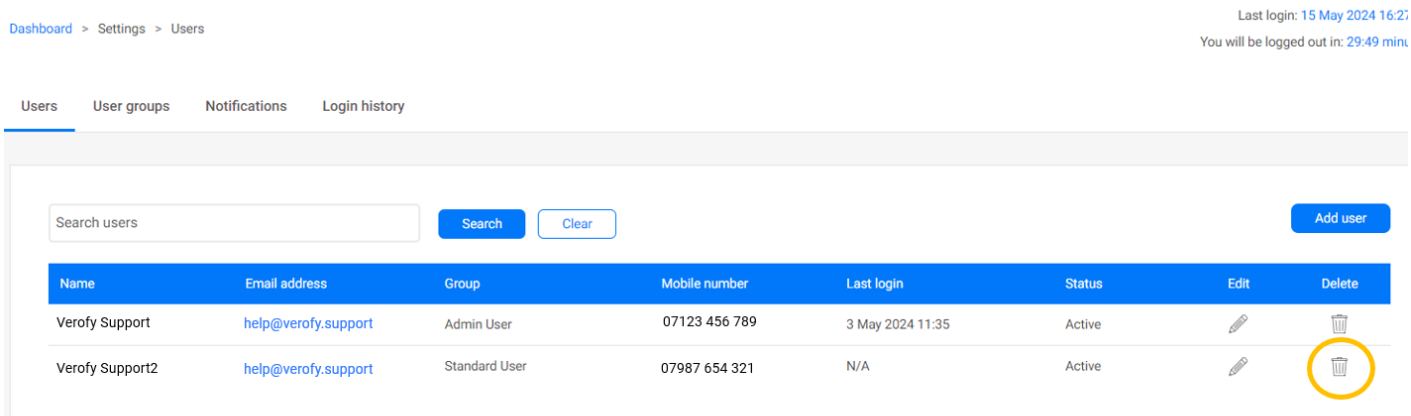
Press the **Create** button to add the user. If the creation is successful, you'll see the below message.



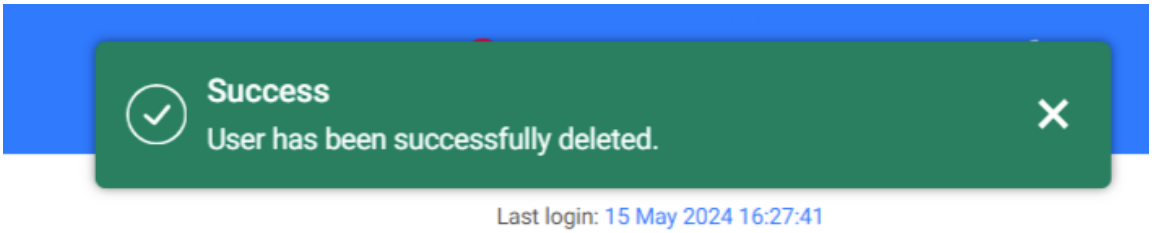
The new user will receive an SMS with a link to access Verofy® Cloud.

Removing a user

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



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



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