

Instructions for Adding a User in BrandSek

Step 1: Access the Client Panel

1. Navigate to the **BrandSek Client Panel** at <https://panel.brandsek.com/clients>.
 2. Log in using your credentials.
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Step 2: Select the Client

1. Identify the client for whom you want to add a user.
 2. Click on the **"User Access"** button in the **Actions** column next to the client's name.
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Step 3: Add a New User

1. In the **User Management** section, click the **"Add User"** button.
 2. Fill in the required details:
 - **User Name:** Enter the full name of the user.
 - **Email Address:** Provide a valid email address for the user.
 - **Role/Permission:** Select the appropriate user role (e.g., Admin, Viewer) based on their access level.
 3. (Optional) Add any additional information, such as department or job title.
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Step 4: Save the User

1. Double-check the entered details to ensure accuracy.
 2. Click the **"Save"** or **"Submit"** button to add the user.
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Step 5: Notification to User

1. The user will receive an email with their login credentials or access instructions.
 2. Ensure the user follows the email instructions to activate their account and set up their password.
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