

## How do I add a user to an account on the Mobiflow platform?

1. Log in to the Mobiflow platform <u>https://my.mobiflow.be/</u> with your e-mail address and password and select 'Administration' > 'Users'.

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*28	Administration	^
	Account details	
	Preferences	
	Users	
	Tags	
	External users	
	User invites	
	Finance	~

2. Click 'Create user'.

Administration / Users				
Overview				+ Create user
Q. Search users				0 selected 😨 Filter 🌒 Actions -
Name 0	Status =	Last modified	Tags	

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3. Fill in all requested details and under Access rights, select Accountant and possibly, *Financial Manager*. Then click 'Save'.

Access rights		÷.
	C Account administrator V	U
	C Accountant V	
	Finance manager  Y	
	Fleet manager  Y	
	□ HR manager ∨	
	□ Device manager ∨	
	Device operator V	
	Pricing manager	
	□ Whitelist and discount list manager ∨	
_	CPO access V	
+	□ MSP access ∨	
Save		

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