

Create Tenant User (Method #1)

(Method #1):

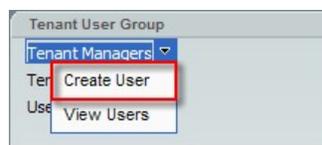
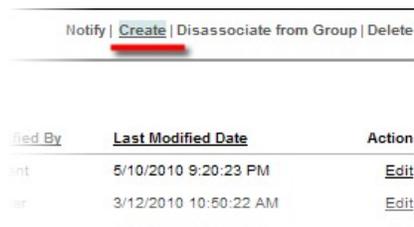
1. Click on [Control Panel > Setup > User Groups](#)



2. Click on the desired **Tenant User Group** (*Tenants, Tenant Managers, User Registration*). A list displaying all Tenant users in that group will appear in the right pane.



3. Click the **Create** link on the top right of the User Group Setup page, **OR** click  next to the Tenant User Group to display a drop-down menu where you can then click **Create Users**.



4. Fill out all required **Basic Information**.

Note:

- Depending on the status of the newly created user, individuals receive different Email Settings. Consult with your administrator or AXIS Portal Support Team for further assistance.
 - For assistance in creating a password, consult with your administrator or contact AXIS Portal Representative.
5. Click **Save**, or click **Save and Notify** to send out an email notification that the user's account has been created. The newly created user will appear on the list of the suitable Tenant User Group.