# How to Create Employee User Accounts

Employee User Accounts are the first and most important step in getting the most out of your TUG membership. Employee User Accounts are available for all employees of a TUG member company at no extra cost and allow employees access to membership benefits like the monthly TUG Pulse Newsletter, the ability to post/answer questions in the TUG Talk Online Forum, the ability to attend training webinars and join User Communities & Committees that are relevant to specific Sage software, and so much more!

To add an Employee User Account to your TUG membership profile, you must first be logged in to your company's master account, which was set up when your company account was created. If you are not sure who holds the master account, or if for whatever reason you need to change who holds the master account, please contact the TUG office.

1. Log in to your master account via the "Sign In" link at the top of any page on TUGweb.com

   HOME | CONTACT US | SIGN IN | JOIN

2. Click "Manage Profile" under the My Profile" panel on the right side of the screen.
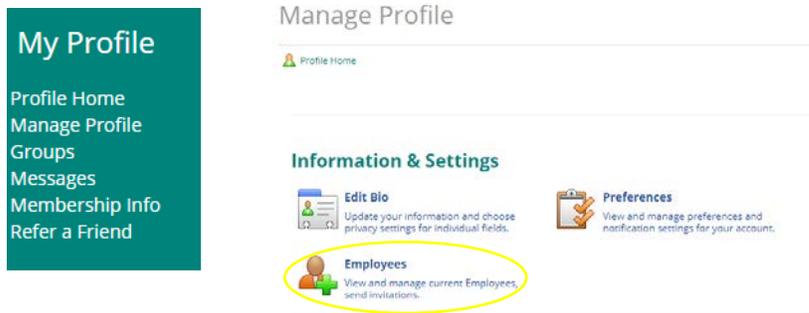
3. Click on the "Employees" option under the Information and Settings header of this page and you will then be brought to the My Sub-Accounts page.

   Employees
   View and manage current Employees, send invitations.

4. Invite employees to complete their own registration which will automatically be placed under the master account by either sending them the employee direct link or by entering their email address in the box below and clicking "Send Invite."

   INVITE NEW MEMBERS

   You may enter the email address of up to 50 recipient(s), either comma or semi-colon separated or one address per line.

   [   ]

   SEND INVITE

5. Once employees have created Employee User Accounts, the Your Employees section at the bottom of the My Sub-Accounts screen will appear like the image below.

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
📝👤⊗👤➡	Amy Critzer Meeting Expectations	Enabled	2/21/2017

6. The master account holder can make changes to any Employee User Account at any time using the icons to the left of the employee's name.
    a. To edit the member's bio, click the paper & pencil icon.
    b. To detach the member's Employee User Account, click the person icon in the blue shirt. *Note: detaching a member's account will delete it/dissociate it with your company account.*
    c. To suspend the member's Employee User Account, click the red X icon.
    d. To view the member's profile, click the person icon in the green shirt.
    e. To sign in as the member, click the green arrow icon.

For any additional questions regarding Master Accounts and/or Employee User Accounts, please contact info@tugweb.com