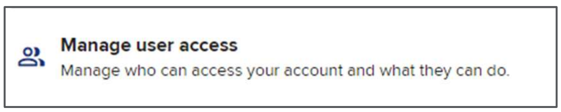
Administration Guide – Adding a New Practitioner into RUN

Adding a Practitioner

1. On the RUN Home Page, click on the **Settings** icon in the left navigation bar.

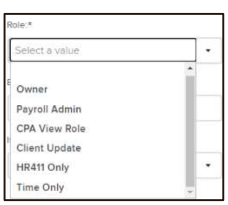
2. Navigate to **Manage user access**.



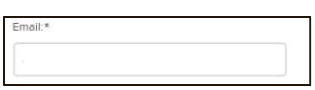
3. Click on **Add User.**

4. On the Add Users page, enter **First** and **Last** name of the new practitioner.

5. Choose the appropriate **role** for the new practitioner.
   - Owner: Has access to all areas of RUN Payroll including payroll, people directory, and Timecard access.
   - Payroll Admin: Has access to payroll and timecards
   - Time Only: Has access to timecards only



6. Enter **Email** for Practitioner
   - Must be a unique email address. Cannot be used by another profile on this company or company group.



7. Ensure that Is TLM Practitioner is set to **Yes** if allowed to manage time.

8. Select **Save**
    - The new practitioner will receive an email with a link to begin registration.