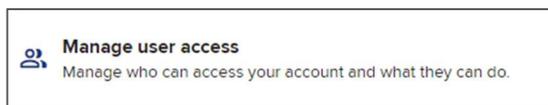


## Adding a Practitioner

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



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



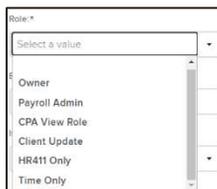
3. Click on **Add User**.



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

A form titled "Add Users" with a blue header. It contains two text input fields: "First name:\*" and "Last name:\*", each with a white input box below it.

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

A dropdown menu titled "Role:\*" with a "Select a value" placeholder. The list of roles includes: Owner, Payroll Admin, CPA View Role, Client Update, HR411 Only, and Time Only.

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

A white rectangular text input field with a blue border, labeled "Email:\*" above it.



# Administration Guide – Adding a New Practitioner into RUN

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.