

# How to Add Company User to SedonaWeb 2.0

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This document will show the steps on how to add a company user into SedonaWeb 2.0 version.

## Overview

This process is done in two steps. The first step is done in SedonaOffice and the second is finished in SedonaWeb API.

## Steps:

SedonaOffice –

1. Log into SedonaOffice with a user that has permissions to setup User Accounts.
2. Click on SedonaSetup – Users
3. If the user to be added to SedonaWeb is not listed, add that user keeping in mind the user code for the user.  
  
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4. After the User is either added or verified, open Employees. Either add the employee if not listed or verify the Employee Code for that employee.  
  
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SedonaWeb –

1. Go to your compacompanyfor the SedonaWeb 2.0
2. Log in with the a Host level user.  
  
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3. When on the company Home Page – Click on Users

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4. Click on Company Users to get the company listing of all users added to log into the company SedonaWeb and look for the User Name to be added. If not found then click on Add New User Button.

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5. When the Add User page opens – Fill in all data listed – Click on Submit button

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6. Once user is saved, Click back on Company Users option again to do the final linking of the user.

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7. Find the new user that was just entered – Click on the Edit button at the end of the row

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8. Once in the Edit User – Can change Permissions or can Enable the user to be a SedonaX user. \*\* See documentation on how to setup SedonaX Users

9. Click on Submit button once all changes are done or Cancel if no changes

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10. Now user can log in as a company user using the login setup