



How Do I Create New User IDs for Others at My Practice?

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Select the Application

Select **Administrator Setup** in the left-hand menu on the *MyPractice* Page.

Select **Continue** under *Add New User*.

Step 1: Select an Entity

Select an **Entity Name** from the drop-down list. You will see only one option in this list unless you are the administrator for several practices.

Select **Go**.

Step 2: Fill in the Required Information

- Create a user name for the New User and enter it in the appropriate field
- Enter the New User's **First Name** and **Last Name** in the applicable fields
- Enter the last four digits of the New User's Social Security Number in the **Key Number** field
- Enter the New User's **Date of Birth** using the mm/dd/yyyy format
- Enter the New User's **E-mail Address**
- Press the **Ctrl** key and select each application you want the New User to have access to under **Applications the User has access to:**
- Select the **User Type** from the drop-down menu

While not required, it is helpful if you enter the New User's telephone number and extension.

Step 3: Select Add User

Select **Add User** and the screen will display the username and temporary password for the New User. Please inform the New User of this information. The first time the New User signs-in, he or she will be required to create a new password.