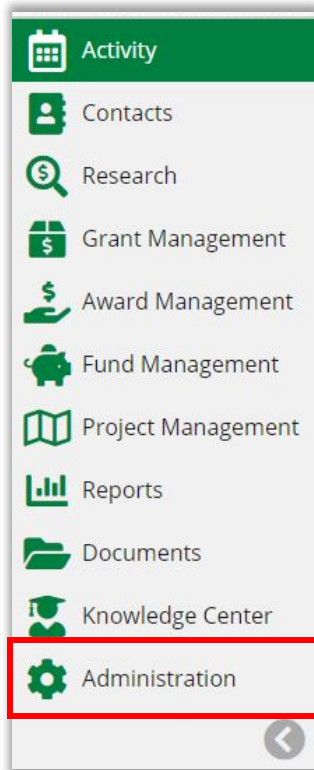


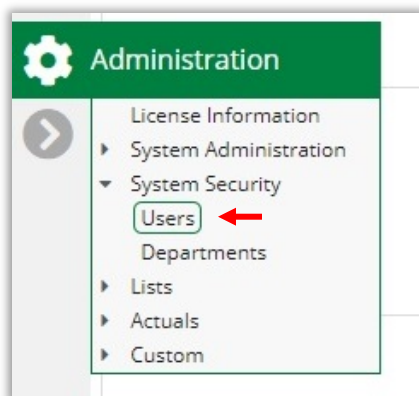


ADDING USERS IN AMPLIFUND

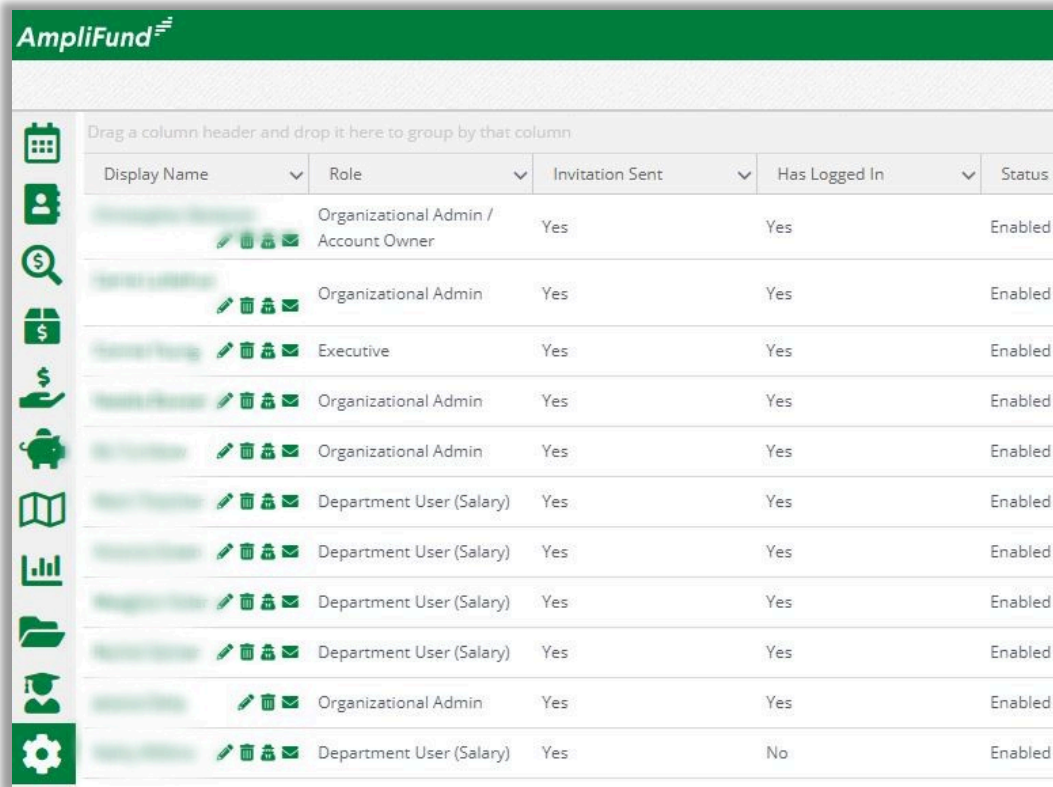
1. Log in to AmpliFund and click "Administration" from the navigation bar on the left-hand side of the screen.



2. From Administration drop-down menu, select system security, use the little black arrow on the right to open further selections.\



You will be taken to the Administration page:



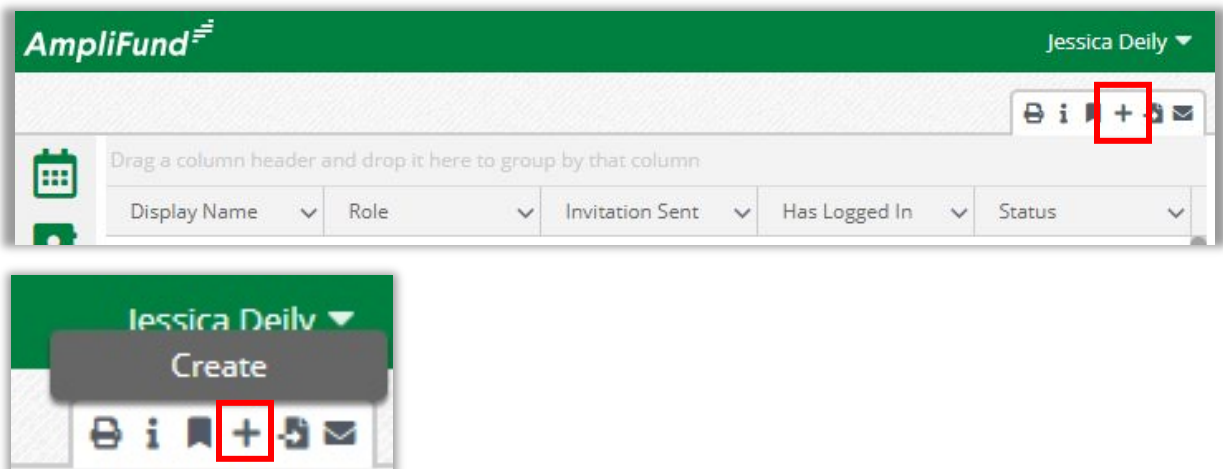
The screenshot shows the AmpliFund Administration page. At the top, there is a green header with the AmpliFund logo. Below the header is a navigation sidebar with various icons. The main content area displays a table of users with the following columns: Display Name, Role, Invitation Sent, Has Logged In, and Status. The table contains 10 rows of user data.

Display Name	Role	Invitation Sent	Has Logged In	Status
[Redacted]	Organizational Admin / Account Owner	Yes	Yes	Enabled
[Redacted]	Organizational Admin	Yes	Yes	Enabled
[Redacted]	Executive	Yes	Yes	Enabled
[Redacted]	Organizational Admin	Yes	Yes	Enabled
[Redacted]	Organizational Admin	Yes	Yes	Enabled
[Redacted]	Department User (Salary)	Yes	Yes	Enabled
[Redacted]	Department User (Salary)	Yes	Yes	Enabled
[Redacted]	Department User (Salary)	Yes	Yes	Enabled
[Redacted]	Department User (Salary)	Yes	Yes	Enabled
[Redacted]	Organizational Admin	Yes	Yes	Enabled
[Redacted]	Department User (Salary)	Yes	No	Enabled

You can view all of the users that are currently built in the organizational profile. From here, you can Add a User or [Invite a User](#).

ADDING A USER

1. Click the '+' symbol in the upper right corner of the screen:



You will be taken to the Create User page:

AmpliFund Jessica Deily

Create User

User Information

Subscribe to Daily Emails

Subscribe to Weekly Emails

Research Module Access

Applicant Portal Access

Role* Organizational Admin

Staff Information

First Name*

Last Name*

Title

2. Select the appropriate security role from the "Role" drop-down menu.

For definitions and additional information about each role, please refer to the AmpliFund Security Roles Guide linked in the Recipient Resources section of the MBCC [AmpliFund Resources page](#).

3. Enter the new user's information, then click the "Create" button at the bottom of the page:

User Record Information

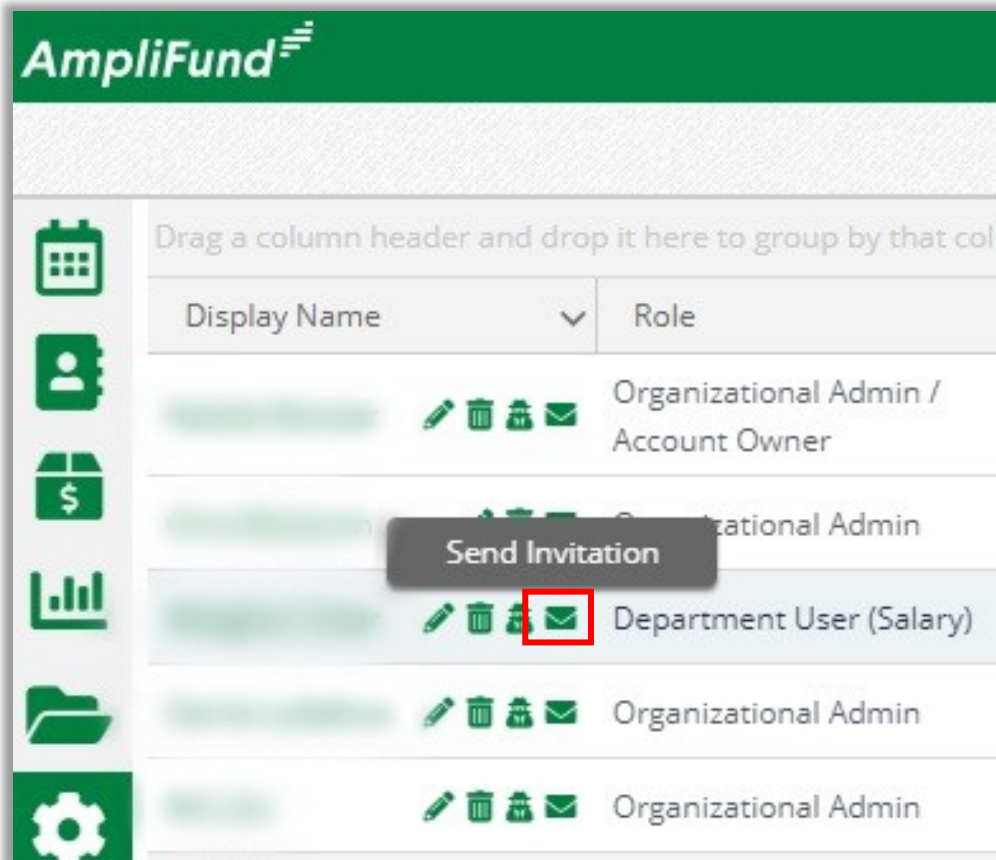
User Identifier

Status* Enabled

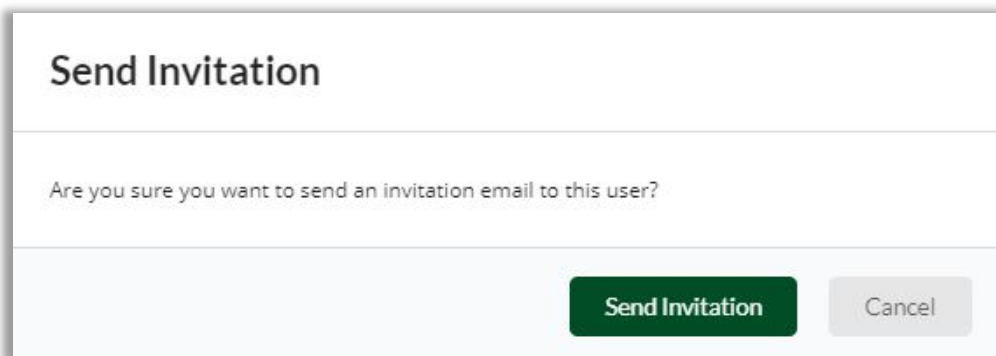
Create Cancel

INVITING A USER

1. From the Administration page, click the envelope icon next to the name of the user you want to invite:



The Send Invitation window will pop up:



2. Click "Send Invitation."