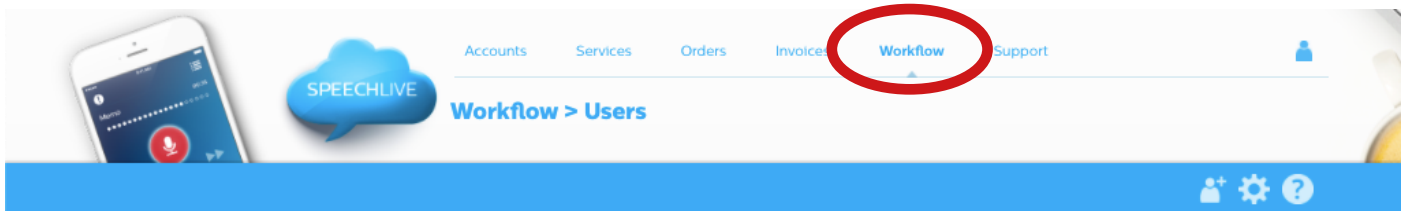
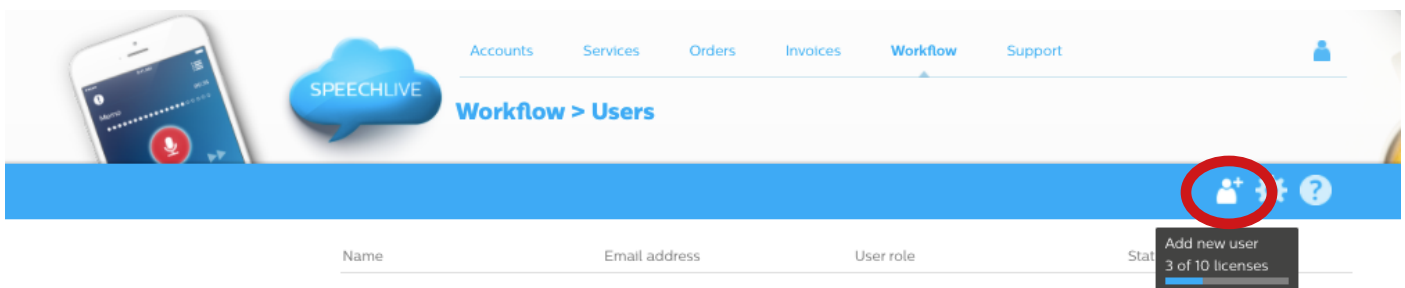


Add users to your SpeechLive account

1. Go to www.SpeechLive.com, log in to SpeechLive with your administrator login and click on the 'Workflow' tab.



2. Click on the icon (shown below) to add a user.



3. Enter the user's email address and name into the fields below. Select which role they fall into ('Author' or 'Transcriptionist') then click 'Add & invite'. This will add the user to your SpeechLive account and send the new user an activation email.

Add new user (3/10)

Personal information

Email address

Name

User role Author Transcriptionist

Office manager [?](#)

SpeechExec Pro subscription [?](#)

Use a SpeechExec Pro subscription (available: 10, total: 10)

Email notification for typists on incoming dictations [?](#)

Enable email notification

Email notification for transcribed documents [?](#)

Enable email notifications for transcribed documents

Email only Email with attached document (not recommended) [?](#)

Zapier [?](#)

Enable Zapier

Add more users [?](#)

