

How Do I Add a New User in Contractor Central?

<Article for the Resource Center>

Contractor Central is a self-service platform. As a user of Contractor Central, your team should follow the steps below to add new users to the Contractor Central platform.

1. Log into Contractor Central.
2. Log into the Contractor Central site to which you need to add the new user.
3. On the left side of the screen, click "User Management."



4. In the center of your screen, click the "Add new user" link at the bottom of your list of users.
5. In the new window, complete the form (see screenshot below).
 - Ensure you check "Send Email" to send a temporary password to the new user.
6. Click "Save."

The new user will be prompted to change their password upon their log in.

Add User

Enter the user's information below to create a new user for your organization.

First Name:

Last Name:

Email Address:
Will also be used as username.

Send Email
Checking this sends an email to the user with a temporary password. If unchecked you will need to let the new user know to reset their password manually.