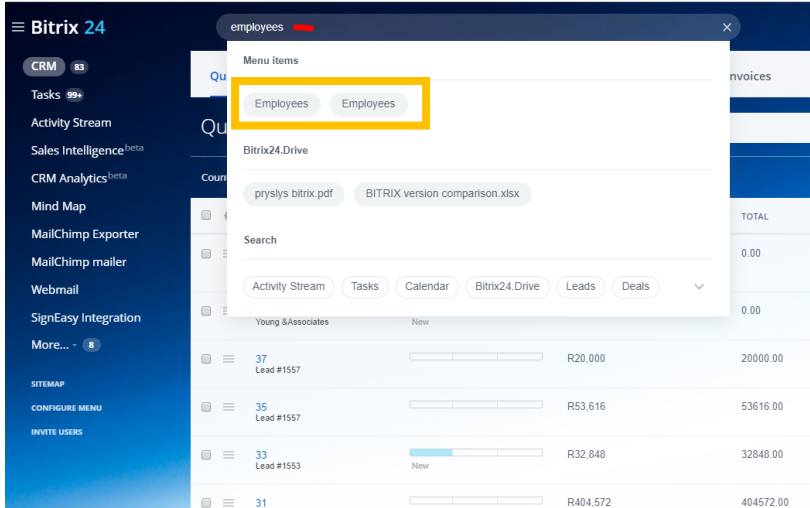


To add new employees to your Bitrix24 site you can follow these instructions.

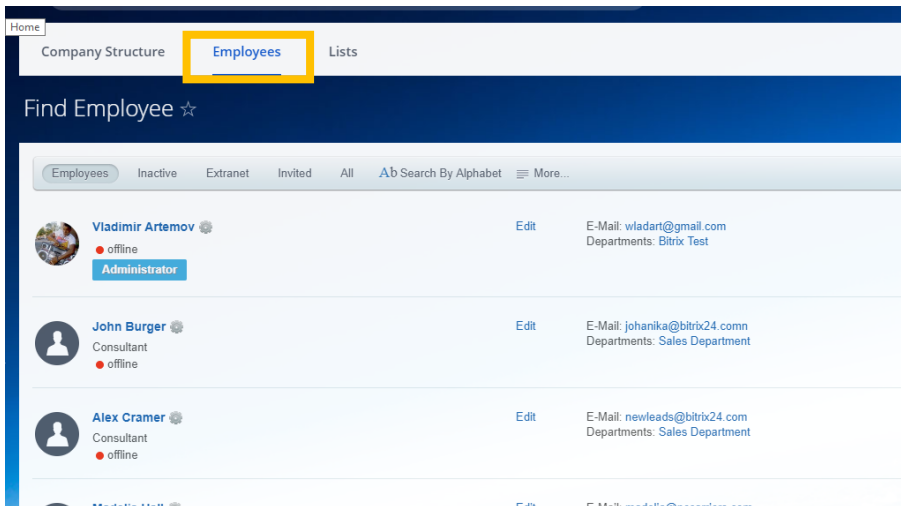
In your top GLOBAL search bar, type EMPLOYEES but do not press ENTER.

The options that contains EMPLOYEES will be displayed. Select Employees under the MENU items section.



Your first screen will have the company structure that you have setup in your Bitrix24. On this screen you can move employees between departments or add new departments.

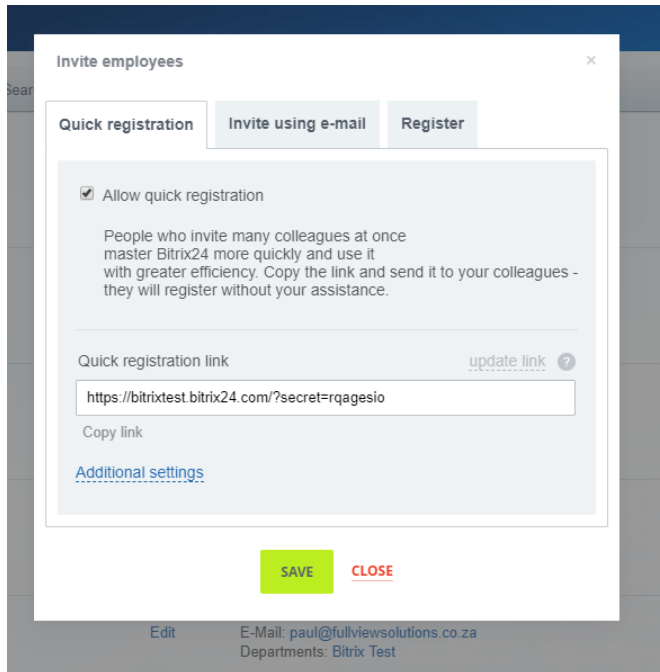
Select the EMPLOYEES heading to access the list of all your current users.



Add users

Users can be invited by

1. Sending them a link to register themselves – admin will get a notification to accept the user
2. Sending them a link to complete their details for their profile
3. Or register them on the system and send them an email with their login



For option 3 complete all the relevant information and select the **department** where you want this employee/user to be added. Remember to check the box at the bottom that will send the new user their login information.

