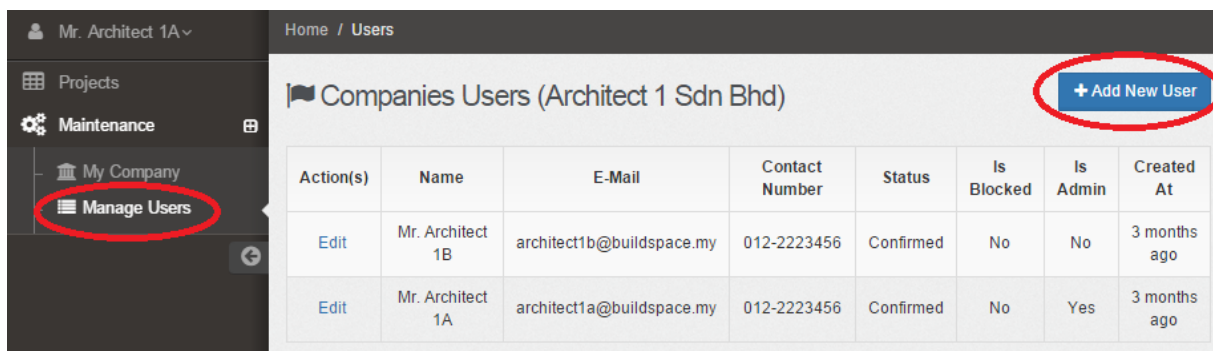
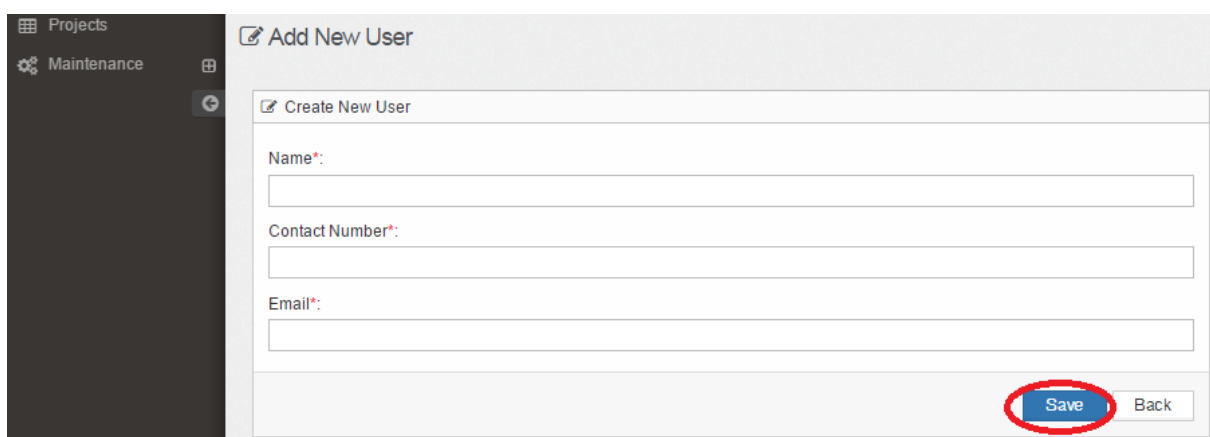


## How to add more users

1. Login to eTender system, click at “Maintenance” menu and select “Manage Users”. Then click “Add New User”.



2. Fill up the name, contact number & email address. Then click “Save”.



**Add New User**

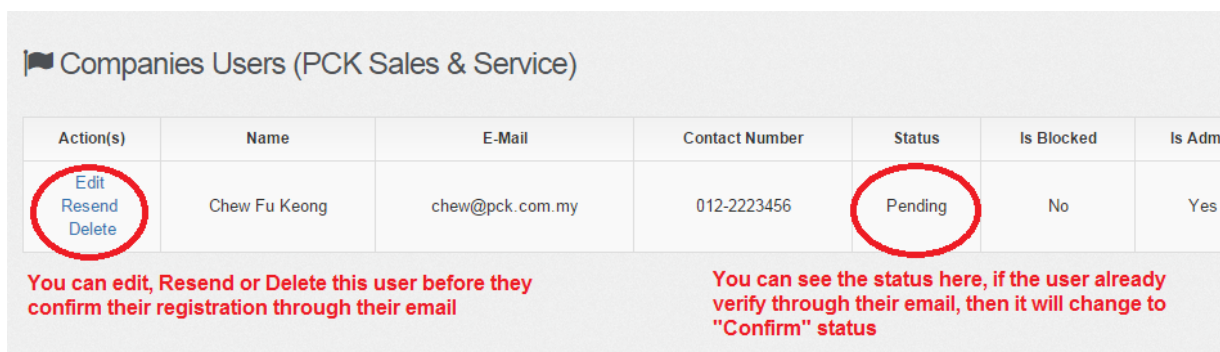
Create New User

Name\*:

Contact Number\*:

Email\*:

3. Then the system will send email notification to the user and the user need to confirm their registration via email. You can see their registration status.



Action(s)	Name	E-Mail	Contact Number	Status	Is Blocked	Is Adm
<a href="#">Edit</a> <a href="#">Resend</a> <a href="#">Delete</a>	Chew Fu Keong	chew@pck.com.my	012-2223456	Pending	No	Yes

You can edit, Resend or Delete this user before they confirm their registration through their email

You can see the status here, if the user already verify through their email, then it will change to "Confirm" status