

# Create a Sub-User in FinxS

## HOW TO: Create a Sub-User in FinxS

*Please note – a Sub-User is a user of an account with separate login details and reduced account access. This differs from an Admin User for whom an entirely new account will be created below the selected account.*

- Log into your FinxS account.
- Select the “Users” tab from the top of the screen.
- Select ‘Admin Users’.
- Select the + symbol in the lower left corner of the screen.
- Choose ‘New Sub-User’.
- Complete contact information; address is not mandatory.
- Leave Status as ‘Active’.
- Save.