



BoxOfDocs

ACCOUNT ADMINISTRATION

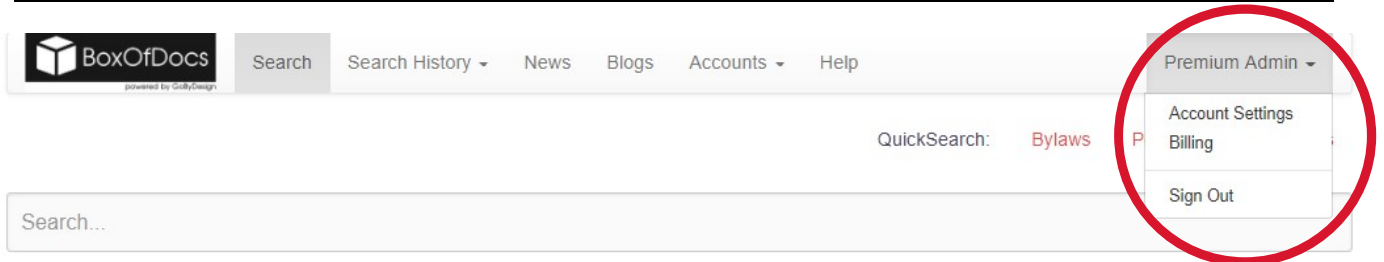
FOR PREMIUM MEMBERSHIP  
ADMINISTRATORS

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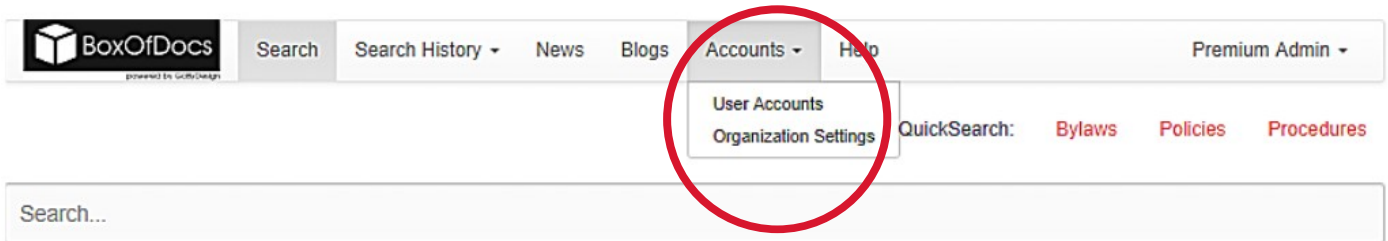
PREPARED BY  
YOUR FRIENDS AT BoxOfDocs

# ADMIN ACCOUNTS

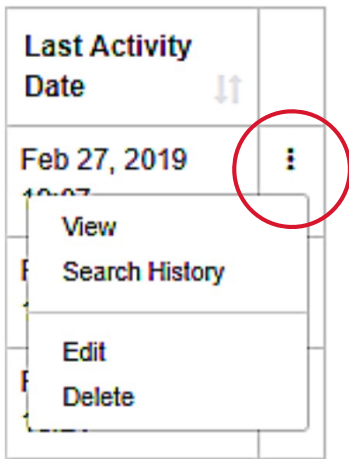
## How to navigate your account.



Only BoxOfDocs Admins have access to changing settings for the account. To start, login to your BoxOfDocs account. At the top right hand corner, click your name, and use the drop-down menu 'Account Settings' to edit your information. You can change your password, name, email and search sort preferences here.



Admins are also the only ones that can add new users to the account. Navigate to the top menu > Accounts > User Accounts > New Account > fill in the appropriate information of the new user > Save.



While in the User Account page, click the three vertical dot button to see your edit options for each individual user.