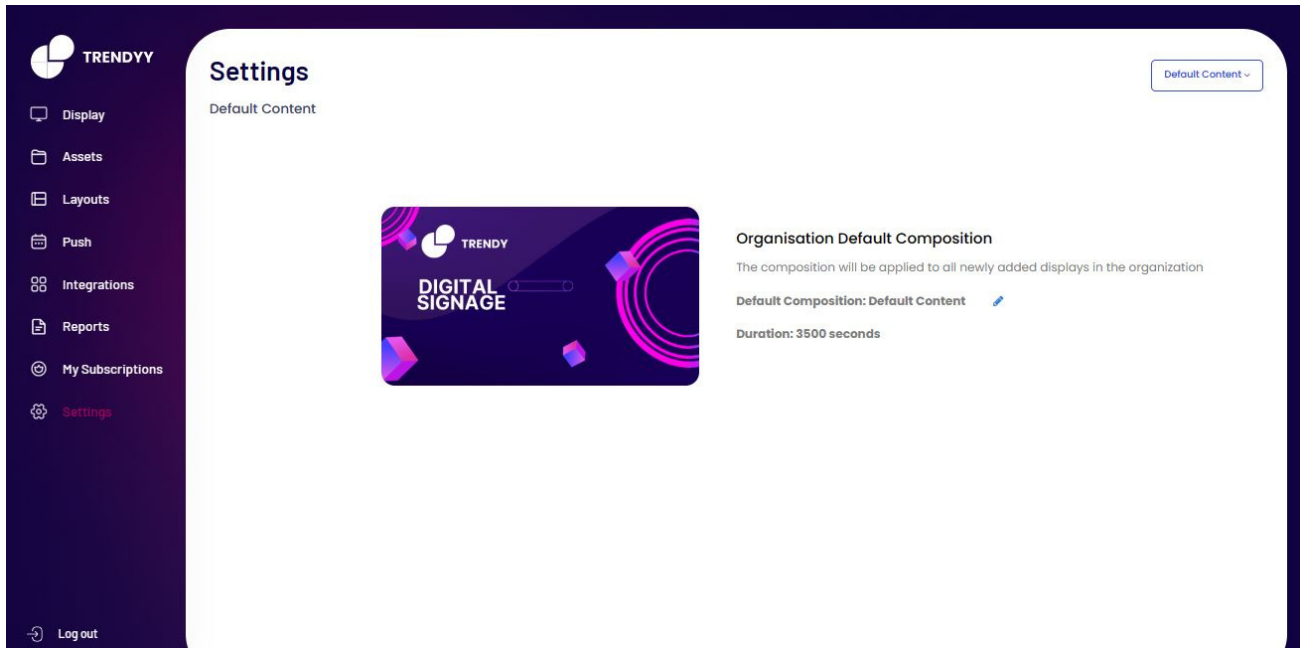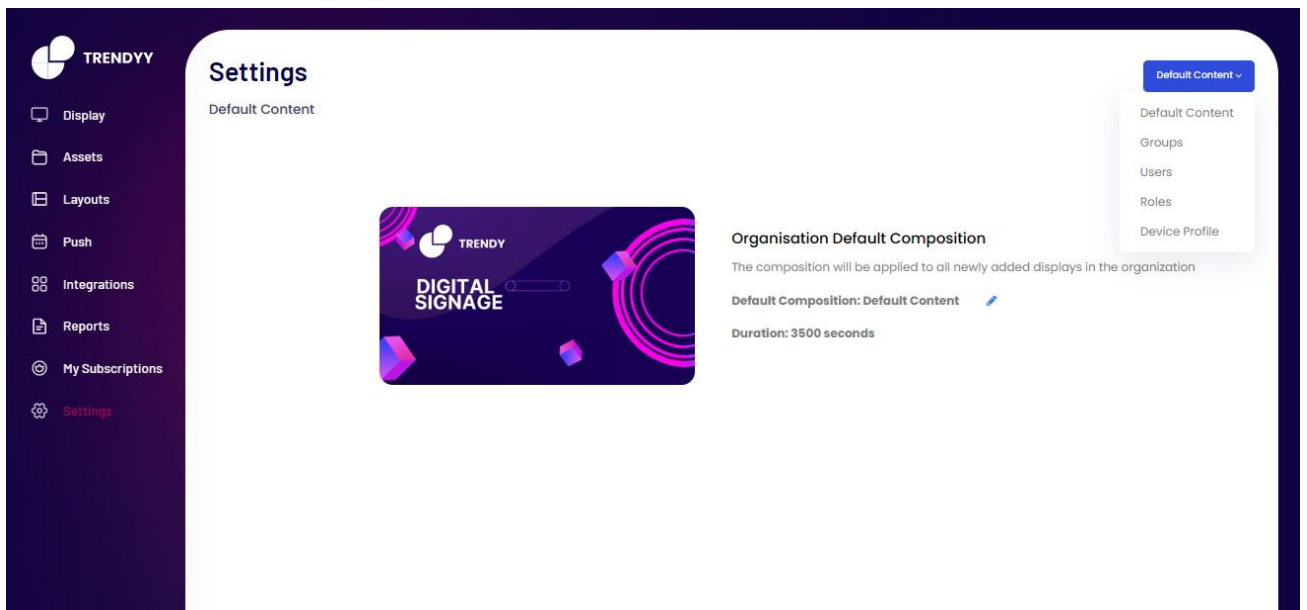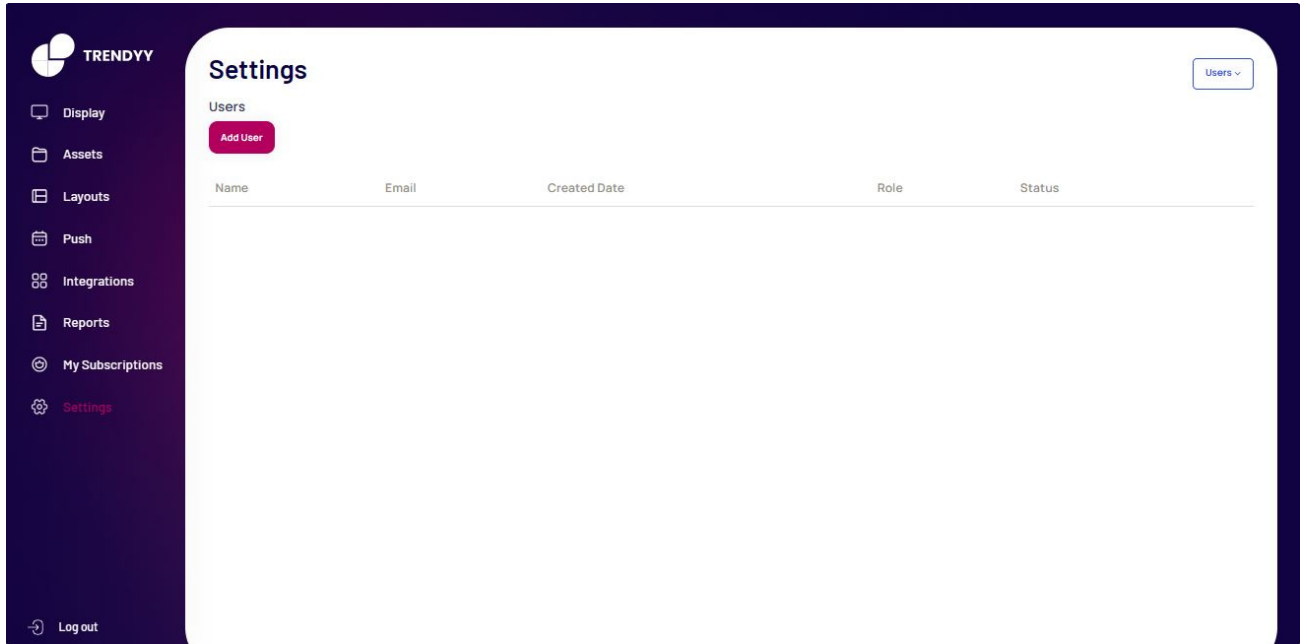# Add new users

1. Go to portal.trendysignage.com log in to your registered account to access the trendy dashboard.
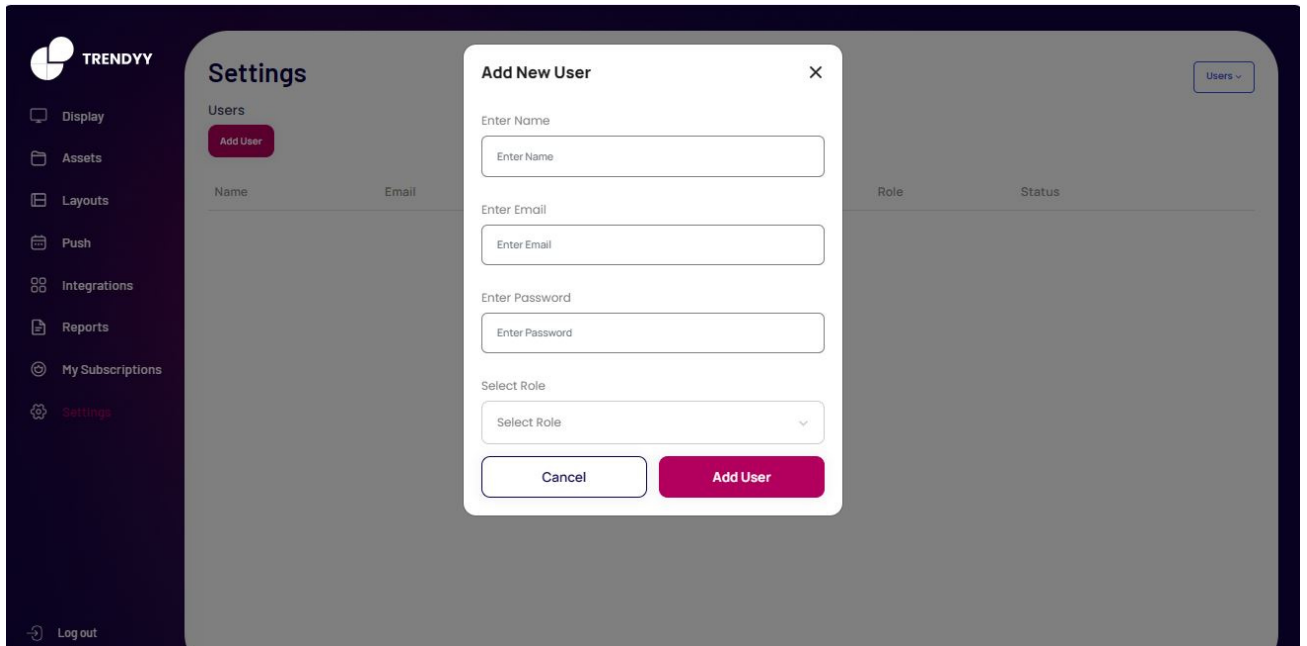

2. Click on the **Settings** menu from the left-hand side and click at the top of the right-hand side on the **Default content** option.

3. Choose the **Users** from the top of the right-hand side.

4. Click on **Add User** on the left-hand side to create new users.

5. After filling out the form, click the "**add user**" button. The user is now prepared.