GROUNDWORX®

GAIN

HOW-TO GUIDE

USERS

How to Create New Users

Give each team member their own GAIN login, so alerts, tasks and messages reach the right person.

STEP BY STEP

1. **Open the portal**
   Open mygroundworx.com and sign in.

2. **Go to Users**
   Select Users in the left column.

3. **Create New User**
   Click Create New User.

4. **Enter user info**
   Fill in the new team member's details.

5. **Hit Save**
   Save the user. They can now sign in to GAIN.

Get the GroundWorx app

GAIN

Search "groundworx" on the App Store or Google Play.

APP	**groundworx**	iPhone / App Store
WEB	**mygroundworx.com**	Android / Google Play

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