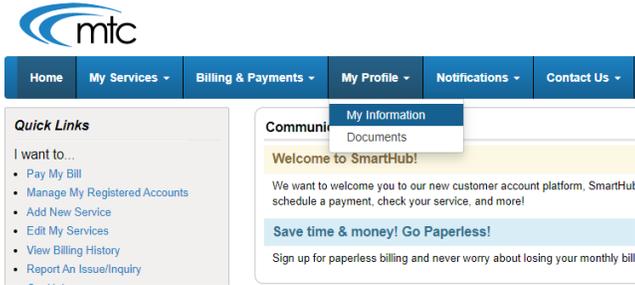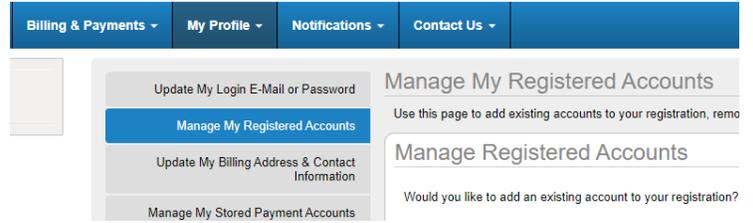# Add an Account or Additional User in SmartHub (Web)

Step 1: From the SmartHub home screen, hover over "*My Profile*" and select "*My Information*".
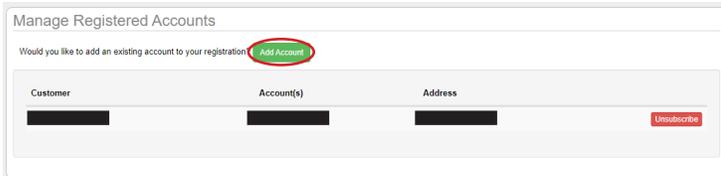

Step 2: From the My Profile screen, select "Manage My Registered Accounts".

To Add Registered Accounts

To Add Additional Users

Step 1: To add an account select "*Add Account*".

Step 1: To add an additional user select "Add Users".

Step 2: Enter the following information and select "Next".
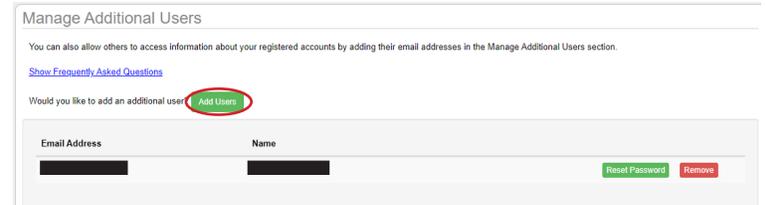- Account number for the additional account
- Last name of the additional account holder

Step 2: Enter the following information and either select "*Add Another Email*" to add another user or select "*Add Users*" to finish.
- Email of the additional user
- The name of the additional user

Step 3: Enter the following information and select "Next"
- ZIP code of the additional account holder
- Your current SmartHub account password

Step 3: If done successfully, the additional user will recieve an email from SmartHub with a request to "*Verify Account*"

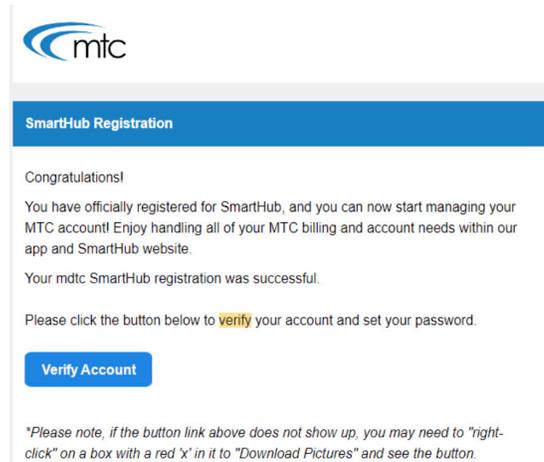**Step 4:** A dialogue box should pop up confirming that registration is complete and an account has been added

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