## Introduction

Once you have registered as a CN Supplier and set up your administrator account, you will need to invite your users to create an account on Fieldglass before they can charge Fees to CN or create Credit/Debit Memos. The following document will show you how Users to Fieldglass.

Invite Supplier Users

When you have registered your company, you can then invite the required users to register in Fieldglass to be able to review and respond to Statements of Work (SOWs).

You must create a **User account** for each **c**ompany employee that will be involved with submitting fees and Credit/Debit memos in Fieldglass**.**
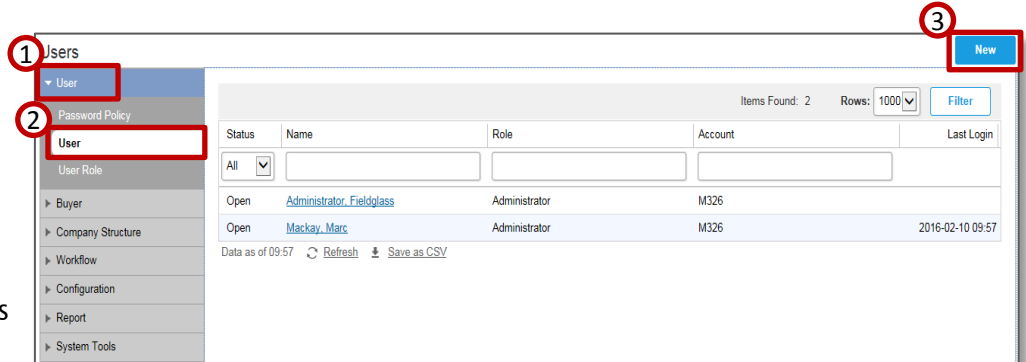
To create a **User**:

1. In the **Administration** page, click the arrow next to the **User** section to open the menu.

2. Click **User**.

3. Click **New**.

4. Enter information in the **Account Setup**, **Preferences** and **Contact Information** sections as needed for each user.
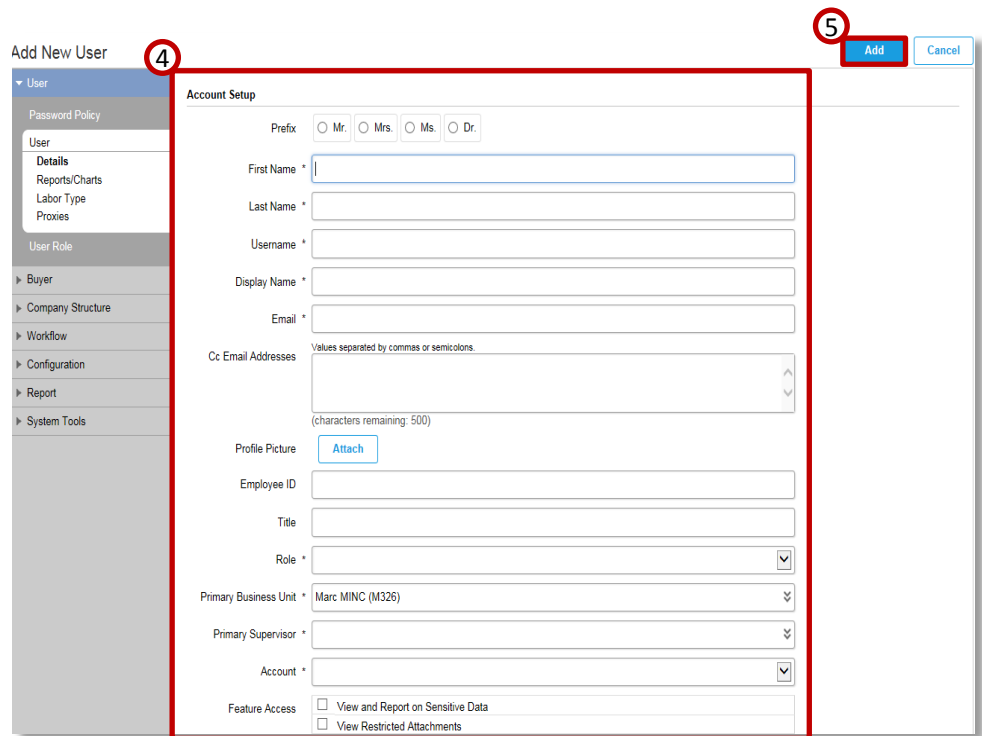
   Note: All fields marked with an * are mandatory.

5. Click **Add**.

> The user will receive two emails inviting them to complete their registration in Fieldglass. Please refer to the User Account setup section on page 14.