
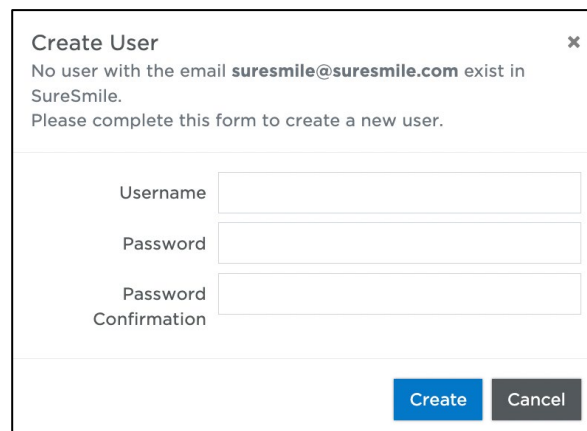


Creating a New SureSmile® User Account

- Step 1 Login to your SureSmile® database at login.suresmile.com.
- Step 2 Click the Settings icon  and select Administration.
- Step 3 Under Practice Settings, select Users. This option is available to Administrators only.
- Step 4 Click the Add User button. The Add User dialog box opens.
- Step 5 Enter the new user's email address and choose a role from the drop-down menu. A user may have multiple roles if you enter them under each tab. Click Apply. The Create User dialog box opens.



Create User ✕

No user with the email **suresmile@suresmile.com** exist in SureSmile.
Please complete this form to create a new user.

Username

Password

Password Confirmation

- Step 6 Have the new user enter their username and password. If they are not available, enter a username and password for them. Make a note of the username and password you just entered for them and provide them this information later. Advise them to change this password as soon as they log in for the first time
- Step 7 Click the Create button when finished. The new user is now listed under each tab for which they were assigned a role. The new user will need to click the activation link in their email before they are able to log into the practice database.