AmpliFund

How to Onboard a New User in 3 Steps

1. ## Click Administration > System Security > Users

On the user screen, click the + icon (Create) button in the top right corner, fill out the information on the Create User page, and click Create at the bottom right.

When you're on the user's Details page, click the Envelope icon (Send Invitation) in the top right corner to send an invite to the new user. They can then follow the instructions they receive via email to log-in.

2. ## Give New Users the link to register on the AmpliFund Support Portal

Just send them the link provided here: https://amplifund.zendesk.com/

When they click the link, they can click "Sign Up" on the log-in screen and follow the directions to register.

3. ## Assign your New User a "Task" to navigate the Support Portal

You may want to suggest that they check out some on-demand training videos, register for upcoming live training sessions, read articles and step-by-step instructions, or anything else you think would be helpful to someone in their role.

If they need further assistance, they can always submit a ticket on the Support Portal homepage to connect with a member of the AmpliFund team.

Submit a Ticket

Still need help? Submit a request to our help desk.