

# Create a New Account

If you have **Multi-user License** you need to follow these steps.

1. When logged in to your account click the Administration button at the top. Be aware, that this option is available for **master account** holder only.
2. Click the **New Sub-Account** button.
3. Fill out the form on the **New Sub-Account** page.
4. Click **Save** to submit new account information.
5. Click **Cancel** to cancel new account creation.

The **Back** button takes you back to the previous page.

If a Sub-user and a contact of the Contact manager created in the same Master account have identical credentials(login and password), then the users are **linked** in our platform and these credentials might be used both for a logging to Form.com/Key Survey and to the respective Participant Portal.



- The following functionality requires the purchase of a multi-user license.
- The number of sub accounts that can be added to your multi-user account cannot exceed your user license limit.