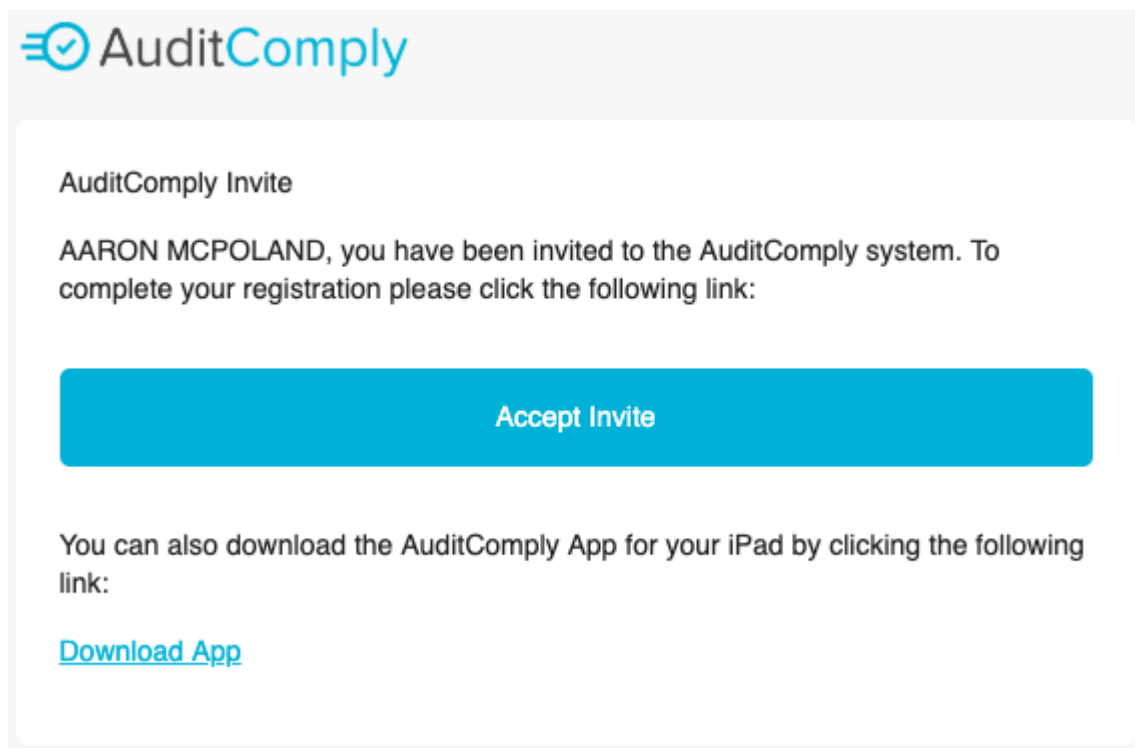


# Invite Users via Email

An **invited user** should receive an **invitation email**, as shown below.

Click "**Accept Invite**".



Accepting the invite navigates the user to a page where the user is prompted for a **password**. The user should fill this in and **login** to the portal with this and their registered **email address**.



First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Set Your Password: ? \_\_\_\_\_

Confirm Password: \_\_\_\_\_

**Finish Registration**

[Back to Login](#)

The user should then go to <http://portal.auditcomply.com/login> enter the **email address** and **password** that was used to register them on the system and click **“login”**.

**PLEASE NOTE:**

The **Admin** can give the user a **username** to Login instead of using their email.