

5-Add an account and invite a user

Posted on July 6, 2026 by Smaheine

From the **Admin Console**, you can invite users to join your Archipad organization. Once the invitation is accepted, the account is linked to your organization and can be managed from the **Account** menu, where you can monitor their status, assign a license, or revoke access if necessary.

Archipad

Azienda esempio

Panoramica

Entità

Account

Abbonamenti

Fatture

Azienda esempio / Account

Account

Modifica informazioni

+ Invita

	Nome COGNOME ↑	E-mail	Verificato	Abbonamento	Stato	Invito	Ruolo
	Utente esempio	utente.esempio@example.com	Si	N/A	Attivo	-	Amministratore dell'azienda

1 - 1 di 1

Add an account

1. From **Archipad Web**, open your user profile, then click **Manage your subscriptions**.
2. In the Admin Console, open the **Account** menu.
3. Click **Invite**, then enter the email address of the person you want to invite.
4. Send the invitation.

An invitation email is sent to the user. After acceptance, their account is linked to your organization.

If your subscription has available seats, you can then assign a license to this account from the **Account** menu.