Add User, Delete User, or Edit User Role

This article applies to:

Add User and/or a Partner

1. Go to Settings

2. Click Users

3. Click Add a user

4. Type the name and email of the user or partner you’d like to add
Select the user role for the new user. Below each role are details about their permissions.

Note: Partner emails are a check box so when “Partner” is checked, there still needs to be a radio button selected for the role. Partner emails also will be validated to make sure they are a Keap Certified Partner.
6. Click “Send user invite”

This will send an email to the user inviting them to create a login for the Keap App.

Delete a User

To delete a user from Keap, you will deactivate their account. Note: You must be an Admin in order to deactivate a user.

1. Go to Settings

2. Click “Users”
Leave an app as a Partner

In order to leave an app as a Partner, you must first ensure that you do not have any assigned contacts in the app. Attempting to leave an app with assigned contacts will result in an error.

1. Navigate to Account Central
2. Locate the app you would like to leave
3. Click **Configure** next to that app

4. Click **Leave Account**

5. Confirm your decision to leave the app and no longer have access

6. The app will be removed from your Account Central