Inviting an additional user

Hosting panel · https://kyzoe.be/en/docs/inviting-an-additional-user/

You may need to give an additional user or your web developer access to your account or to a specific website so they can carry out work. You can easily do this by e-mail or via a special link.

1. Log in to your **cp.vcloudhosting.eu** account.
2. In the left-hand menu, click **Users** and then **Invite user**.
3. Enter the **full name** and the **e-mail address** of your team member.
4. Then choose the invitation method: by **e-mail** or via an **invitation link**.
5. Decide which role the user will have:
    - **Superadmin**: full access to all websites in your account.
    - **Collaborator**: access to specific websites only.
6. If you choose **Collaborator**, you can select the list of websites you want to grant access to.
7. If everything is correct, click **Invite**.
8. If you chose to invite via a link, it will now be displayed. Copy the link and send it to the new user.
9. Want to revoke access later? Go back to the **Users** page, click the three dots next to the e-mail address and choose **Delete**.