

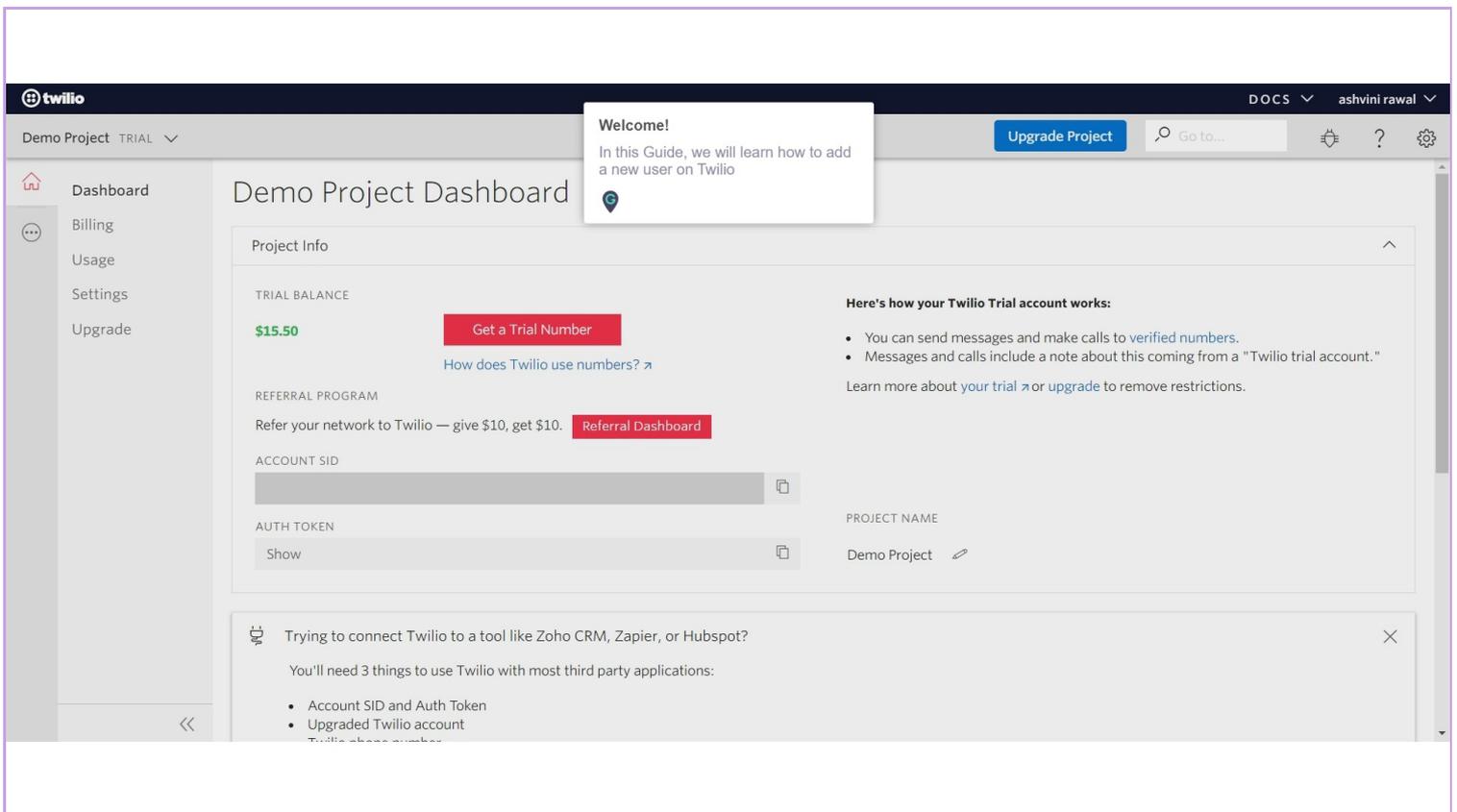


How to add a new user on Twilio

Step: 01

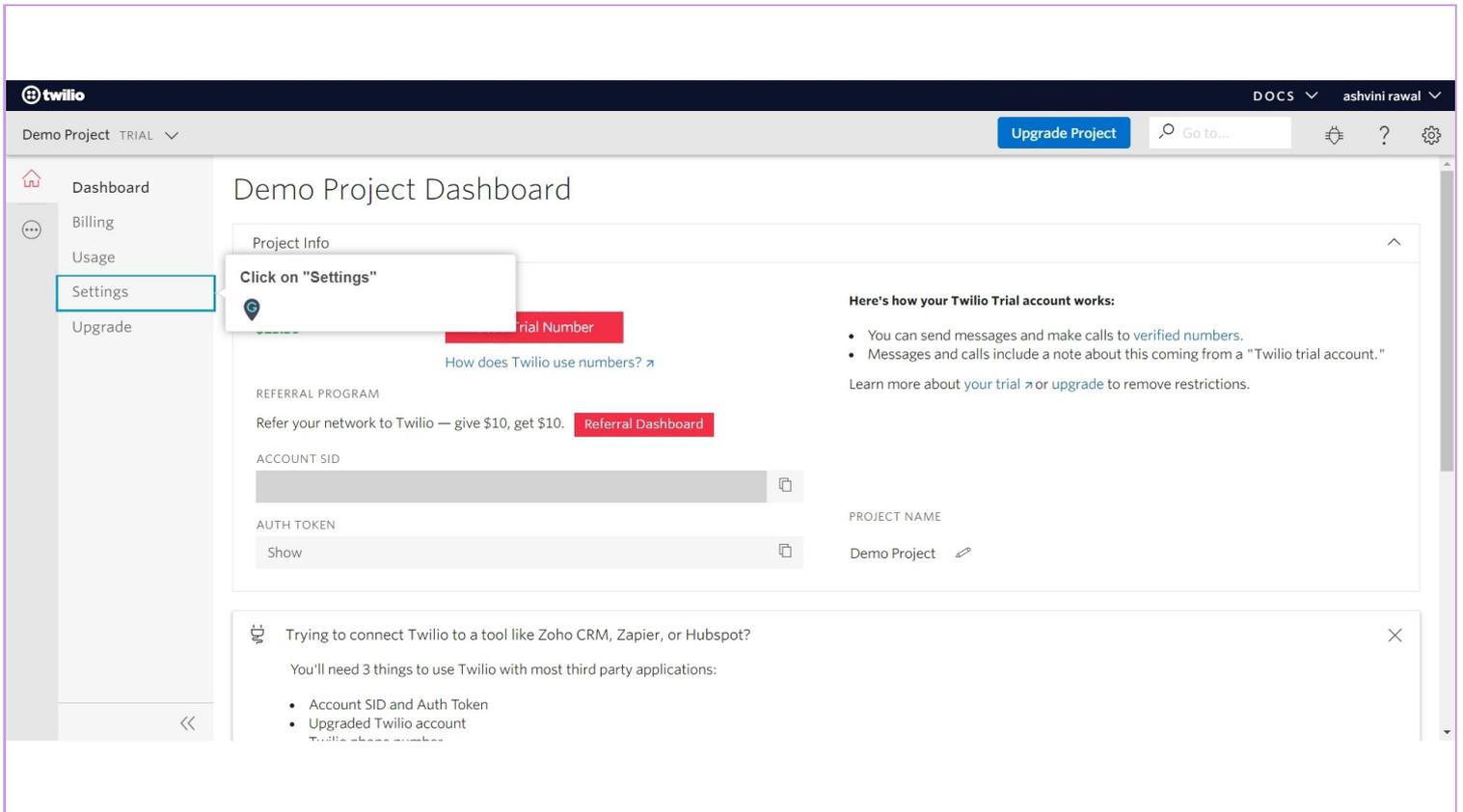
Welcome!

In this Guide, we will learn how to add a new user on Twilio



Step: 02

Click on "Settings"



The screenshot shows the Twilio Demo Project Dashboard. On the left sidebar, the 'Settings' menu item is highlighted with a blue box. A callout box with a red border and a location pin icon points to this 'Settings' item, containing the text 'Click on "Settings"'. The dashboard content includes a 'Project Info' section with fields for Project Name (Demo Project), Account SID, and Auth Token. A 'REFERRAL PROGRAM' section is also visible. A notification at the bottom states: 'Trying to connect Twilio to a tool like Zoho CRM, Zapier, or Hubspot? You'll need 3 things to use Twilio with most third party applications: Account SID and Auth Token, Upgraded Twilio account, and Verified phone number.'

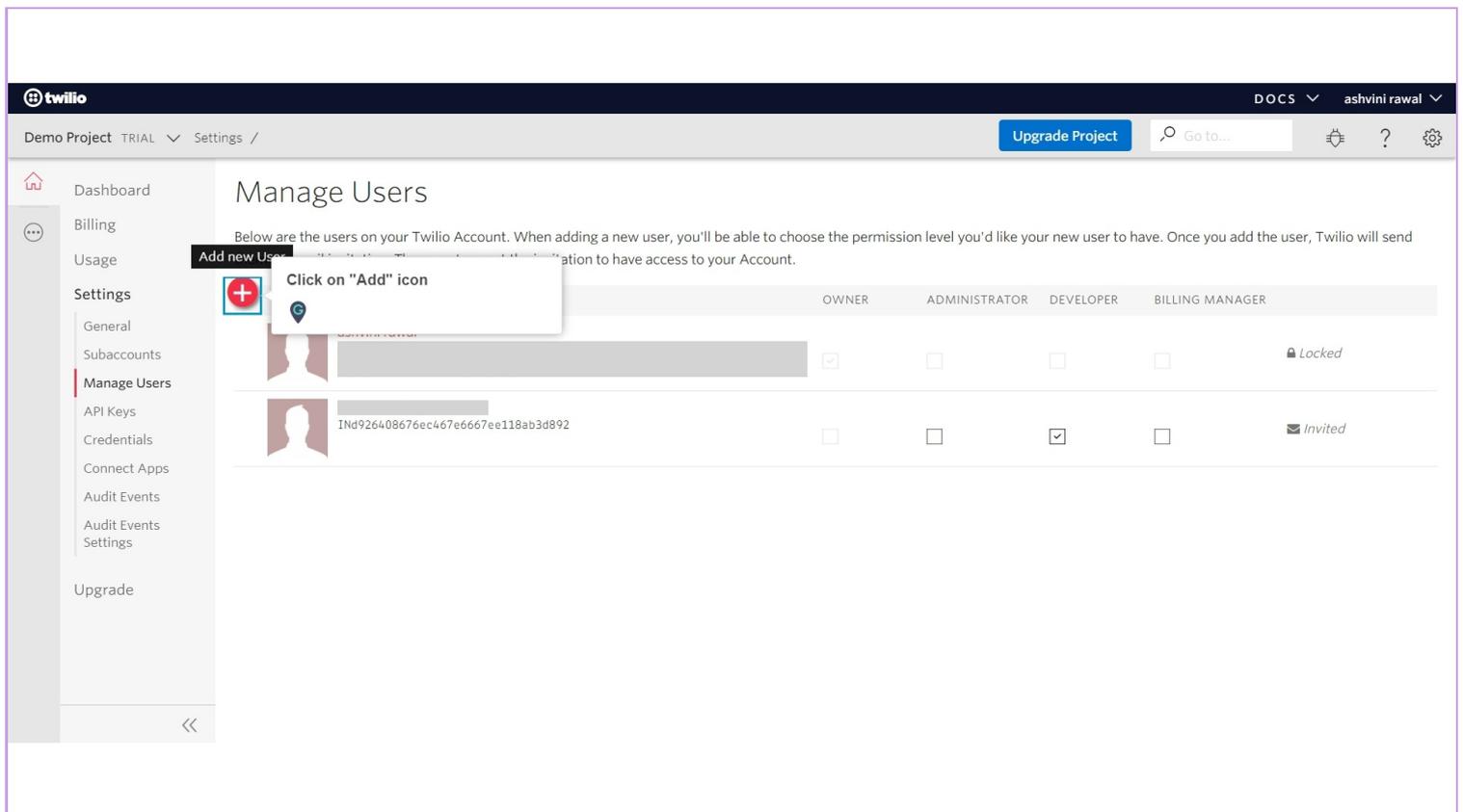
Step: 03

Click on "Manage Users"

The screenshot shows the Twilio console interface. The top navigation bar includes the Twilio logo, 'Demo Project TRIAL', 'Settings /', an 'Upgrade Project' button, a search bar, and user information 'DOCS' and 'ashvini rawal'. The left sidebar contains a menu with 'Dashboard', 'Billing', 'Usage', 'Settings', 'General', 'Subaccounts', 'Manage Users', 'API Keys', 'Credentials', 'Connect Apps', 'Audit Events', 'Audit Events Settings', and 'Upgrade'. The 'Manage Users' link is highlighted with a blue box. A callout box with a location pin icon and the text 'Click on "Manage Users"' points to this link. The main content area displays 'General Settings' with 'Properties' including 'PROJECT NAME' (Demo Project) and 'ACCOUNT SID' (AC4c6932c90d8c1a426e74fe1b3b714641). Below this, there are radio button options for '2FA' (Two-Factor Authentication): 'DISABLED' (selected), 'ONCE PER COMPUTER', and 'EVERY LOG-IN'. At the bottom, there are sections for 'LIVE Credentials' and 'TEST Credentials', each with a 'Learn about' link and a table of account details.

Step: 04

Click on "Add" icon

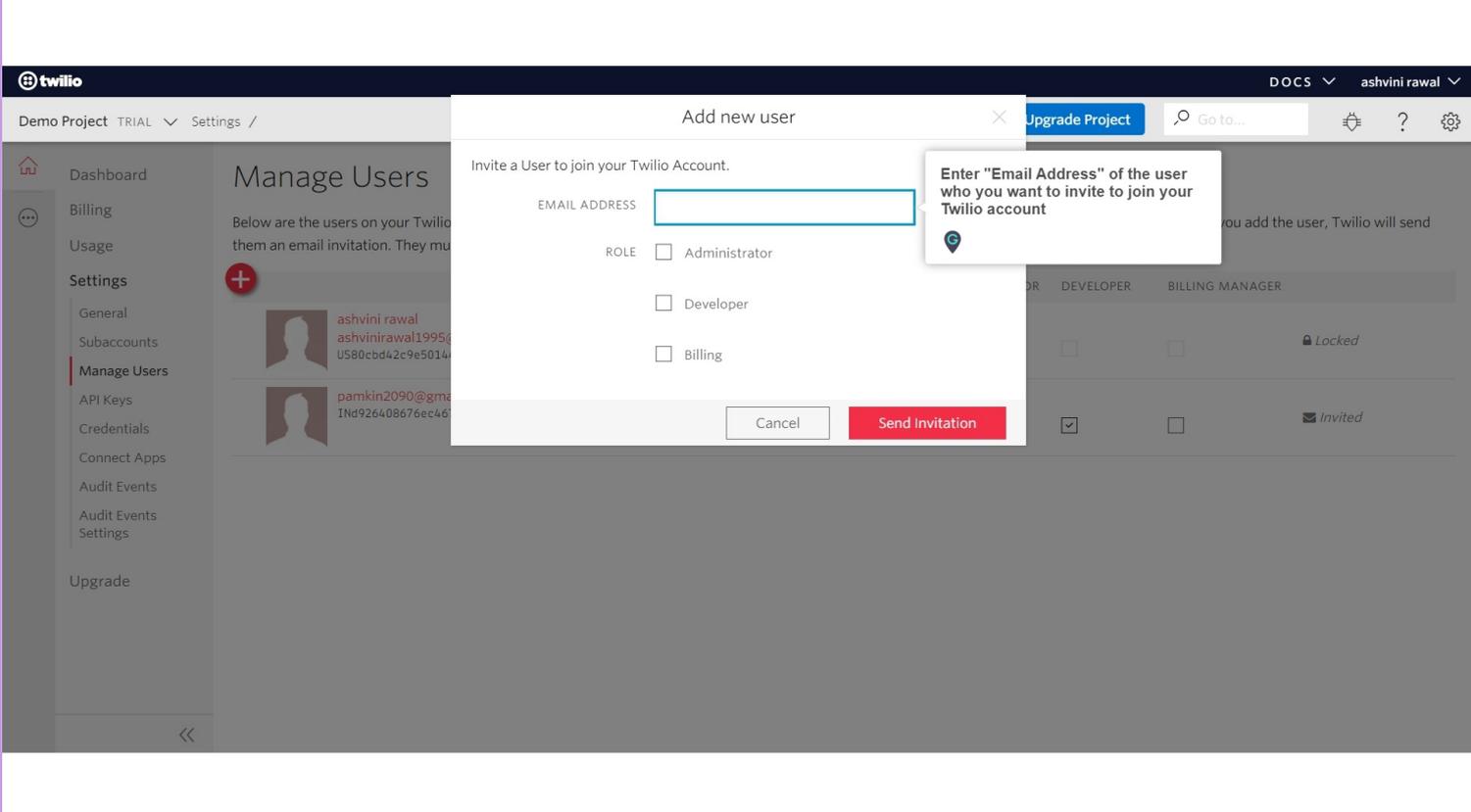


The screenshot shows the Twilio 'Manage Users' page. The page title is 'Manage Users'. Below the title, there is a descriptive text: 'Below are the users on your Twilio Account. When adding a new user, you'll be able to choose the permission level you'd like your new user to have. Once you add the user, Twilio will send you an email with instructions on how to get started and information to have access to your Account.' Below this text is a table with columns for 'OWNER', 'ADMINISTRATOR', 'DEVELOPER', and 'BILLING MANAGER'. There are two rows of users listed. The first row is marked as 'Locked' and the second as 'Invited'. A red plus icon is visible in the top left corner of the table area, with a callout box pointing to it that says 'Click on "Add" icon'. The left sidebar contains navigation options: Dashboard, Billing, Usage, Settings (General, Subaccounts, Manage Users, API Keys, Credentials, Connect Apps, Audit Events, Audit Events Settings), and Upgrade. The top navigation bar includes 'Demo Project TRIAL', 'Settings /', 'Upgrade Project', and a search bar.

	OWNER	ADMINISTRATOR	DEVELOPER	BILLING MANAGER	
[Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locked
INd926408676ec467e6667ee118ab3d892	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Invited

Step: 05

Enter "Email Address" of the user who you want to invite to join your Twilio account



The screenshot shows the Twilio 'Add new user' dialog box. The dialog has a title bar 'Add new user' and a close button. Below the title bar, it says 'Invite a User to join your Twilio Account.' There is an input field for 'EMAIL ADDRESS' which is highlighted with a red border. Below the input field, there are three radio button options for 'ROLE': 'Administrator', 'Developer', and 'Billing'. At the bottom of the dialog are 'Cancel' and 'Send Invitation' buttons. A callout box with a location pin icon points to the input field and contains the text: 'Enter "Email Address" of the user who you want to invite to join your Twilio account'. The background shows the Twilio 'Manage Users' page with a list of users and a sidebar with navigation options like 'Dashboard', 'Billing', 'Usage', 'Settings', 'API Keys', 'Credentials', 'Connect Apps', 'Audit Events', and 'Upgrade'.

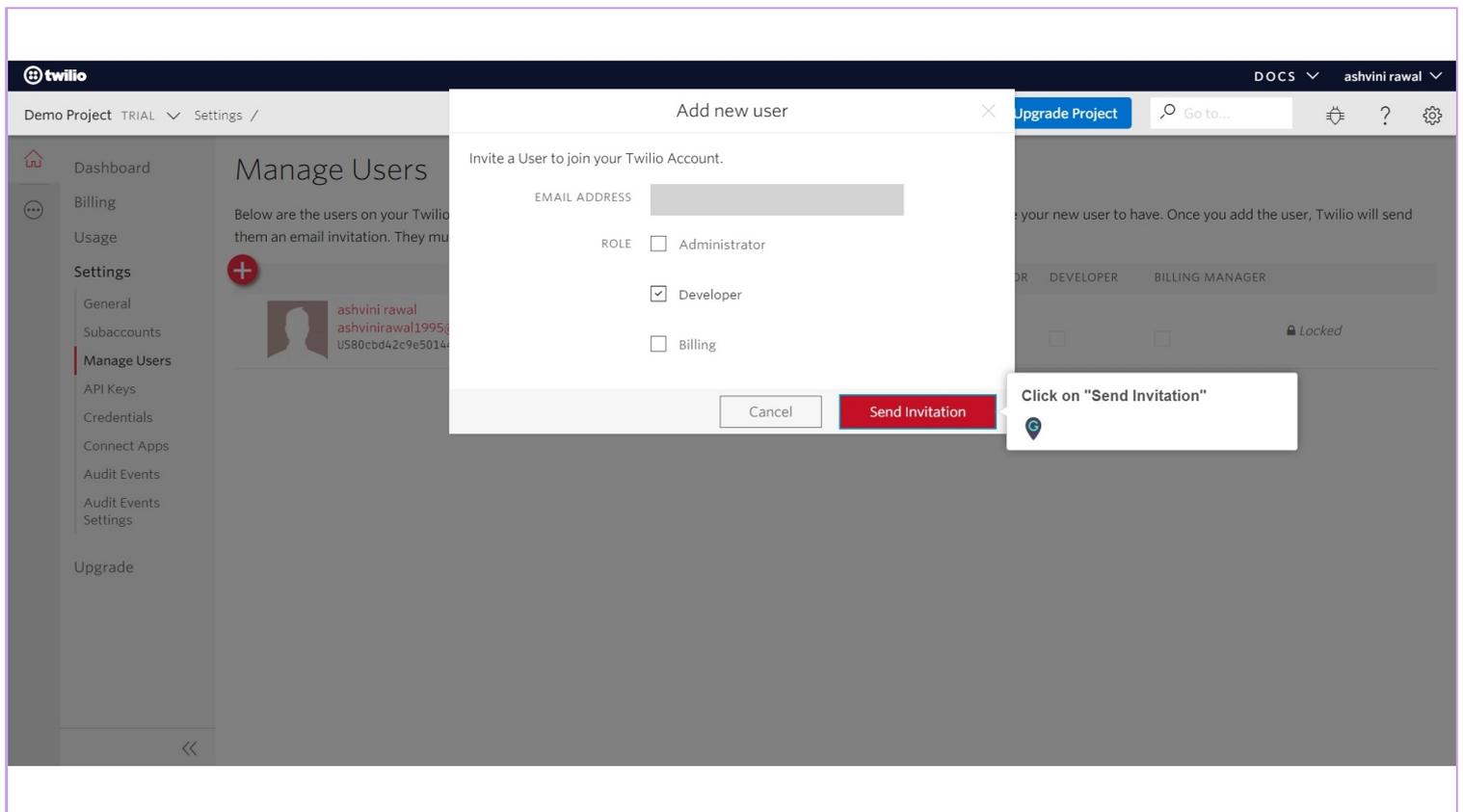
Step: 06

Select any role that you want to assign to the new user

The screenshot displays the Twilio 'Add new user' dialog box. The dialog has a title bar with 'Add new user' and a close button. Below the title bar, it says 'Invite a User to join your Twilio Account.' There is a text input field for 'EMAIL ADDRESS'. Below that is a 'ROLE' section with three checkboxes: 'Administrator', 'Developer', and 'Billing'. A callout box with a location pin icon points to the role selection area and contains the text 'Select any role that you want to assign to the new user'. At the bottom of the dialog are 'Cancel' and 'Send Invitation' buttons. The background shows the Twilio 'Manage Users' page with a sidebar on the left containing 'Dashboard', 'Billing', 'Usage', 'Settings', and 'Upgrade'. The 'Settings' section is expanded to show 'General', 'Subaccounts', 'Manage Users', 'API Keys', 'Credentials', 'Connect Apps', 'Audit Events', and 'Settings'. The 'Manage Users' section shows a list of users, with one user 'ashvini rawal' highlighted. The user's email is 'ashvini.rawal1995@...' and their phone number is 'US80cb442c9e5014...'. The user's role is 'MANAGER' and their status is 'Locked'.

Step: 07

Click on "Send Invitation"



The screenshot shows the Twilio 'Manage Users' page. A modal window titled 'Add new user' is open, prompting the user to 'Invite a User to join your Twilio Account.' The modal contains an 'EMAIL ADDRESS' input field, a 'ROLE' section with three options: 'Administrator' (unchecked), 'Developer' (checked), and 'Billing' (unchecked). At the bottom of the modal are 'Cancel' and 'Send Invitation' buttons. A red callout box with a location pin icon points to the 'Send Invitation' button, containing the text 'Click on "Send Invitation"'. The background shows the 'Manage Users' page with a list of users, including one named 'ashvini rawal' with a 'Developer' role.

Step: 08

Invite has been sent!

The screenshot shows the Twilio 'Manage Users' page. A notification bubble at the top center reads 'Invite has been sent!'. The page title is 'Manage Users'. Below the title, there is a descriptive paragraph: 'Below are the users on your Twilio Account. When adding a new user, you'll be able to choose the permission level you'd like your new user to have. Once you add the user, Twilio will send them an email invitation. They must accept the invitation to have access to your Account.'

A table lists the users with their roles and status:

	OWNER	ADMINISTRATOR	DEVELOPER	BILLING MANAGER	
ashvini rawal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🔒 Locked
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✉️ Invited

Thank You!

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