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## Step 4: Create users

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▼ For Headquarters user access roles only  
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Upon subscribing to MHub, the primary user access will be given to the company's person-in-charge (PIC). This person is the same as stated in the Service Agreement Form.

The primary user access is called the **Headquarters** access role. Our onboarding team will provide the login and password via email.

The Headquarters role would be able to create other user accounts to access the MHub platform. The number of user accounts can be created on your subscribed package.

### Simple steps of User Creation

1. Click **Users** (at the homepage or the top menu bar)
2. Click **+ User**

April Dev

MHub HQ | PropSimon

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### 3. Fill up the particulars and click **Create**

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< New User Create

Name*	Business Unit*
<input type="text"/>	Select business unit
Preferred name*	Access Role*
<input type="text"/>	
Mobile prefix*	Mobile*
Malaysia (60)	60
Phone prefix	Phone
Malaysia (60)	60
Email*	<input type="checkbox"/> View all projects
<input type="text"/>	


Not sure about the user access roles? Visit [User Account Types](#)

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