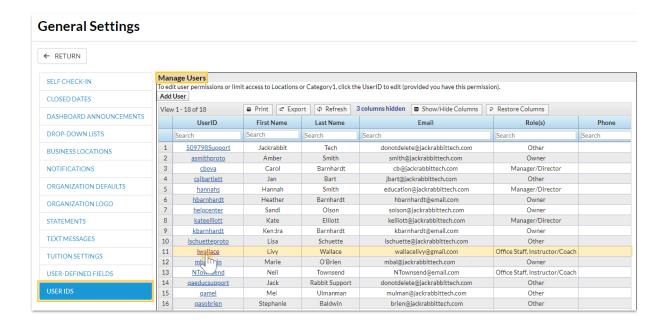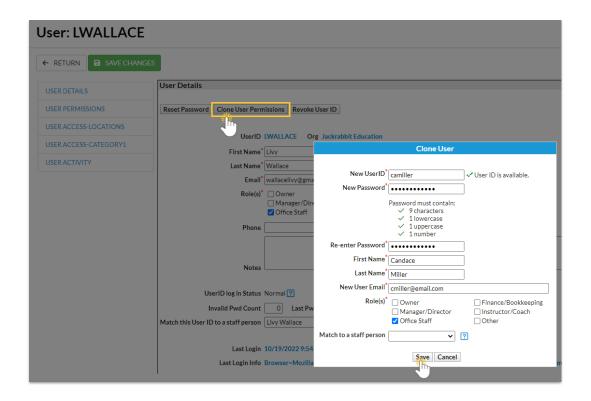# Clone a User ID

Cloning User Permissions is a great time saver!

Set up one *User ID* with permissions and click the **Clone User Permissions** button to create more users with the same permissions. For example, when a new Office Staff member is hired and you want to be sure they have the correct User Permissions, clone another Office Staff member's User Permissions.

1. Go to the **Gear** (icon) > **Settings** > **Users & Permissions** (left menu) > select a User ID under **Manage Users**.

2. Click the **User ID** link to access the profile of the User ID whose permissions you want to clone.

3. Click the **Clone User Permissions** button.

4. Enter the **New UserID**.

5. Enter a **New Password** and re-enter it.

6. Enter the **First Name** and **Last Name** of the User.

7. Add the **New User Email** for the user.

8. Select the **Role(s)** of the User in your organization and choose a **Match to a staff person** from the drop-down list if applicable.

9. Click **Save** and **OK** in the confirmation window.

   ○ The cloned user's *User Details* page opens, add additional information as needed.

10. Click **Save Changes**.