Important Content Update Message
We are currently updating the OP Help Center content for the release of OP 20. We appreciate your patience as we continue to update all of our content. To locate the version of your software, navigate to: **Help tab > About**.

How do I add a new user and give permissions?

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To add a new staff member or provider into the OP software, follow the chart below to locate to the articles for the steps necessary to add the staff member/provider and grant permissions:

Topic of Instruction	Adding a Staff Member	Adding a Provider
Adding Basic Staff Information into the Staff/Provider Directory	**Adding Staff into the Staff Directory**	**Adding Staff into the Staff Directory**
Adding Provider Specific Information into the Staff/Provider Directory	N/A	**Setting Up Providers in the Staff Directory** **Note**: Users must complete the Basic Staff Information entry above prior to using this instruction.
Adding Staff and Providers to Permission Groups	**Managing Group Permissions**	**Managing Group Permissions**
Adding a Scanned Signature to a Provider's Record	N/A	**Linking a Signature to a Provider**
Adding Credentialed Providers to Insurances	N/A	**Connect Providers to Insurance Payers**