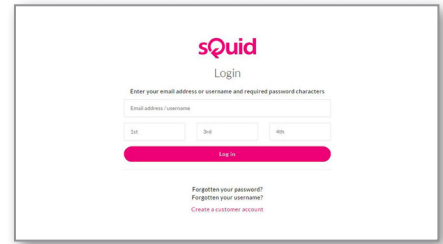# How to add a user to your sQuid account
Add an additional user to an existing account
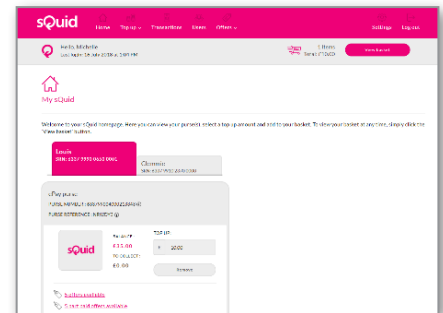
01 Getting started

Go to **portal.squidcard.com** and log in to your sQuid account by entering your username and requested password characters.
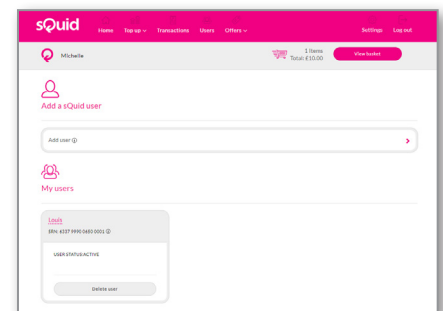
02 Navigate to the Users page

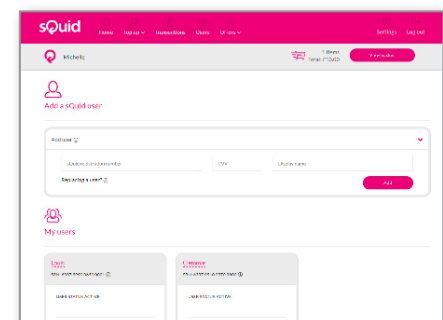Click the **'Users'** option in the pink navigation bar at the top of the screen.

03 Add your additional user

Next, select **'Add user'**.

04 Add their sQuid registration details

You will be asked to enter the 16 digit sQuid registration number and 3 digit CVV security code for your additional user, which can be found on the front of their sQuid registration letter. You'll also be able to assign a display name to help you easily differentiate between users on your account. Once these details have been entered, click **'Add'**.

05 Add funds to your sQuid account

You can add funds to your account from a bank transfer or a credit or debit card. Select the user that you would like to add funds to, and then click on the **'Top up'** link at the top of the page, select your preferred payment method and follow the online instructions.

sQuid